

Federal Aviation Administration and Federal Government policy quoted in this handbook are subject to change. Double-check policy references when there is a question as to currency by going to the Mike Monroney Aeronautical Center homepage or calling the organization who administers the program.

Table of Contents

Welcome from the Director	1
A Brief History of the Federal Aviation Administration	2/3
FAA Mission, Vision, and Values.....	4
Brief History of the Mike Monroney Aeronautical Center.....	5
MMAC Strategic Plan.....	6
MMAC Organizations and Directors.....	7/8
MMAC Organizational Chart.....	9
Media Inquiries/Public Relations.....	10
MMAC Intercom	10
MMAC Homepage	10
MMAC Intranet	11
FIND	11
MMAC Map.....	12
Oklahoma City Area Map.....	13
Office of Human Resource Management (AMH).....	14/15
AMH Organization Roster	16/17
Human Resource Information Center	18
AMH Homepage	18

Model Work Environment

Administrator's Policy Statement on the Model Work Environment	19
Model Work Environment	20
Employee's Roles and Responsibilities	20
Managerial and Supervisory Roles and Responsibilities.....	20
Accountability Board	21
DOT Secretary's Harassment Policy Statement	22
Administrator's Policy Statement on the Prevention of Sexual Harassment	23
Administrator's Policy Statement on Civil Rights.....	24
DOT Secretary's Equal Employment Opportunity Policy Statement	25
Procedures for Filing an EEO Complaint	26
Special Emphasis Programs.....	26
Workplace Violence and Local Policy Statement.....	26/27
Employee Associations.....	28
Mike Monroney Aeronautical Center Employee Groups	29

Employment and Compensation

FAA Personnel Management System.....	30
Merit Principles.....	30
Excepted Service/Agency	30
Interchange Agreement	31
New Hire Probationary Period.....	32
Supervisory/Managerial Probationary Period	32
Dual Employment	32
Outside Employment, Activities, and Interests.....	33
Employment of Relatives.....	33
Official Personnel Folders	33
Employee Locator Card	33

Employment Verification.....	33
FAA Core Compensation	34/35

Employee Rights and Responsibilities

Employee Responsibilities	36
Supervisor Responsibilities.....	37
Accepting Gifts.....	37
Alcohol and Drugs.....	37
Canvassing, Soliciting, or Selling.....	38
Defamatory or Irresponsible Statement.....	38
Employee Performance.....	38
Performance Plan.....	38
Self-Appraisals.....	38
Performance Appraisal Cycle	38
Recognition of Performance	39
Financial Obligation.....	40
Gambling	40
Internet and Computer Use	40
Labor Management Relations	40
Union Memberships.....	40
Striking	41
Political Activity	41
Privacy Act	41
Procurement Integrity Act.....	42
Relationships with the Public	42
Reporting Violations	42
Safeguarding Public Funds	42
Smoking Policy.....	42
Training and Career Development	42
American Council on Education	43
E-learning	43
Individual Development Plan.....	44
Use of Federal Equipment, Property, and Personnel	44

Leave (Time Away From Work)

Annual Leave.....	45
Sick Leave	45
Jury Duty and Court Leave	45
Military Leave.....	46
Family and Medical Leave Act	46
Federal Employees Family Friendly Leave Act	46
Voluntary Leave Transfer Program.....	46
Federal Holiday Listing	47
Alternative Work Schedule/Core Hours	47
Unauthorized Absence and Tardiness.....	48

Benefits

Employee Assistance Program (EAP).....	49
Employee Express	49

Federal Employees Health Benefits	50
Federal Employee Group Life Insurance	51
Life Links	51
Office of Workers' Compensation Program (OWCP).....	51
Retirement	52
Survivor Assistance	53
Telecommuting.....	53

Activities

Combined Federal Campaign	54
MMAC Calendar of Events	54
Mutual Aid Pledge System (MAPS)	54
Oklahoma Blood Institute Blood Drives.....	54

Emergency Management

Emergency Readiness for the 21st Century	55
Evacuation Drill Procedure	55
Bomb Threat Procedure	55
Fire Protection Procedure	55
Severe Weather Procedure	56

Facilities

Aero-Fitness Health Center.....	57
Care of Aeronautical Center Buildings	57
Credit Union.....	57
Eating Facilities.....	58
Employee Association Bookstore.....	59
Energy Conservation	59
Facility Maintenance Trouble Desk	59
Launching Pad Child Care Center.....	59
Library (Academy)	60
Library (CAMI).....	60
Post Office	60

Help Desk

PC Support Help Desk	61
Telephone Trouble Reporting	61

Medical

Treatment of Illness or Injury	62
First Aid Mishap Report	63
Blood Pressure Machines.....	63

Vehicle Information

Vehicle Registration	64
Vehicle Registration Renewal.....	64
Temporary Vehicle Registration	64
Parking	64
Courtesy Rule	65
Four-way Stop Signs	65
Handicapped Parking.....	65
Overnight Parking.....	65
Pedestrian Traffic	65
Speed Limits.....	66
Seat Belts	66

Security

Gates at Entrances of the Aeronautical Center.....	67
Identification Card	67
Internet and Computer Security	67
Increased Security	68
Reporting Incidents at FAA Facilities	68
Security of Buildings	68
Weapons at the Aeronautical Center	69

Payroll Calendar for 2002.....	Appendix A
Quick Internet Address Reference	Appendix B
Commonly Used Acronyms/Abbreviations.....	Appendix C



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of the Director
Mike Monroney Aeronautical Center

P.O. Box 25082
Oklahoma City, OK 73125-4901



Welcome!

It is my pleasure to welcome you to the Mike Monroney Aeronautical Center, a vital component of the Federal Aviation Administration (FAA) and the Department of Transportation. The FAA is responsible for the safety and security of the nation's air traffic control system which includes management of live air traffic, certification of civil aircraft and pilots, the security of our airports, and around-the-clock maintenance and support for our nation's air traffic control system. The Aeronautical Center plays a role in nearly every aspect of the FAA's mission. Our primary activities are training, logistics, research, certification, and business services.

The Aeronautical Center owes its success to its employees, who constantly strive to provide quality products and services to customers. The key to this continued success is our commitment to satisfy our customers, both inside and outside the agency and to continually improve our work processes. Thanks to the efforts of many, the Federal Government - especially the FAA - is operating more and more like a business and focusing on customer satisfaction and the bottom line. This is an exciting time to be with the agency and I hope you will take advantage of the new opportunities and challenges that await you.

This handbook is intended to serve as an introduction to the Aeronautical Center and provide you with information regarding your new working environment. It provides information about the main features of FAA employment policies, benefits, and other general information. It is not intended to cover these matters in great detail; rather, it is intended to give you a brief explanation of a variety of subjects that may be important to your career with the FAA. Employees should contact their supervisor, union representative, or the Office of Human Resource Management for clarification or additional information.

Whether you have just joined the Aeronautical Center or have been with the FAA for some time, we are confident you will find it a dynamic and rewarding place in which to work. We have a great deal of pride in what we do and hope that you will join us in moving the Aeronautical Center forward toward a promising future. We look forward to a productive and successful association.

Sincerely,

Lindy Ritz
Director, Aeronautical Center

A Brief History of the Federal Aviation Administration

The Birth of FAA: The approaching introduction of jet airliners, and a series of midair collisions, spurred passage of the Federal Aviation Act of 1958. This legislation transferred the Civil Aeronautics Act's (CAA) functions to a new independent body, the Federal Aviation Agency, which had broader authority to combat aviation hazards. The act took safety rulemaking from the Civil Aeronautics Board (CAB) and entrusted it to the new FAA. It also gave FAA sole responsibility for developing and maintaining a common civil-military system of air navigation and air traffic control, a responsibility CAA had shared with others.

The scope of the Federal Aviation Act owed much to the leadership of Elwood "Pete" Quesada, an Air Force general who had served as President Eisenhower's principle advisor on civil aeronautics. After becoming the first Administrator of the agency he had helped to create, Quesada mounted a vigorous campaign for improved airline safety.

From Agency to Administration: In 1966, Congress authorized the creation of a cabinet department that would combine major Federal transportation responsibilities. This new Department of Transportation (DOT) began full operations on April 1, 1967. On that day, FAA became one of several modal organizations within DOT and received a new name, Federal Aviation Administration. At the same time, CAB's accident investigation function was transferred to the new National Transportation Safety Board.

Changing Duties: Even before becoming part of DOT, FAA gradually assumed responsibilities not originally contemplated by the Federal Aviation Act. The hijacking epidemic of the 1960s involved the agency in the field of aviation security. In 1968, Congress vested in FAA's Administrator the power to prescribe aircraft noise standards. The Airport and Airway Development Act of 1970 placed the agency in charge of a new airport aid program funded by a special aviation trust fund. The same Act made FAA responsible for safety certification of airports served by air carriers.

ATC Automation: By the mid-1970s, FAA had achieved a semi-automated air traffic control (ATC) system based on a marriage of radar and computer technology. By automating certain routine tasks, the system allowed controllers to concentrate more efficiently on the vital task of providing separation. Data appearing directly on the controllers' scopes provided the identity, altitude, and groundspeed of aircraft carrying radar beacons. Despite its effectiveness, this system required enhancement to keep pace with the increased air traffic of the late 1970s. The increase was due in part to the competitive environment created by the Airline Deregulation Act of 1978. This law phased out CAB's economic regulation of the airlines, and CAB ceased to exist at the end of 1984.

To meet the challenge of traffic growth, FAA unveiled the National Airspace System (NAS) Plan in January 1982. The new plan called for more advanced systems for en route and terminal ATC, modernized flight service stations, and improvements in ground-to-air surveillance and communication.

The PATCO Strike: While preparing the NAS Plan, FAA faced a strike by key members of its workforce. An earlier period of disharmony between management and the Professional Air Traffic Controllers Organization (PATCO) had culminated in a 1970 "sick-out" by 3,000 controllers. Although controllers subsequently gained additional wage and retirement benefits, another period of tension led to an illegal strike in August 1981. The government dismissed over 11,000 strike participants and decertified PATCO. By the spring of 1984, FAA had ended the last of the special restrictions imposed to keep the airspace system operating safely during the strike.

Structural Changes: FAA's organizational structure has continued to evolve since its creation. The agency's first Administrator favored a management system under which officials in Washington exercised direct control over programs in the field. In 1961, however, his successor began a decentralization process that transferred much authority to regional organizations. This pattern generally endured until a 1988 "straightlining" again charged managers at national headquarters with more direction of field activities. Another notable change occurred in 1987, when Washington National and Dulles International Airports passed from FAA's management to that of an authority representing multiple jurisdictions. (National had been opened by CAA in 1941, Dulles by FAA in 1962.)

In November 1994, a reorganization structured FAA along its six key lines of business in order to make better use of resources. A seventh line of business was added one year later when the Office of Commercial Space Transportation was transferred to FAA from the Office of the Secretary of Transportation. The addition of this office gave FAA regulatory responsibilities concerning the launching of space payloads by the private sector. During 1996, reform legislation made further important changes that included increased flexibility for FAA regarding acquisition and personnel policies.

Technology for the Future: As the rapid evolution of aeronautics continued, FAA addressed a wide variety of technical issues. The Aviation Safety Research Act of 1988 mandated greater emphasis on long-range research planning and on study of such issues as aging aircraft structures and human factors affecting safety. In February 1991, FAA replaced the National Airspace System Plan with the more comprehensive Capital Investment Plan (CIP). The new plan included higher levels of automation as well as new radar, communications, and weather forecasting systems. As the modernization program evolved, FAA shifted its emphasis toward enhancing the air traffic control system through incremental improvements and greater use of off-the-shelf technology. At the same time, the agency placed a high priority on speeding the application of the Global Positioning System satellite technology to civil aeronautics. Other notable ongoing programs include progress toward the implementation of Free Flight, an innovative concept that will greatly increase the flexibility to fly direct routes from one point to another.

Current FAA structure is composed of seven Lines of Business (LOB). These seven major operating functions provide service to the agency and report directly to the FAA Administrator.

AST Commercial Space Transportation
AHR Human Resource Management
ACS Civil Aviation Security
AVR Regulations and Certification

ATS Air Traffic Services
ARA Research and Acquisitions
ARP Airports

FAA Mission, Vision, and Values

FAA helps shape the future of aerospace based on a mission as defined by legislative mandate (especially Title 49, United States Code). FAA's mission also responds to direction established by the Administration, Congress, and the Department of Transportation, the expectations of its customers and partners, and the vision and values of its people. The following are statements of the mission, vision, and values FAA will apply in shaping the future of aerospace.

FAA Vision	FAA Mission
To provide the safest, most efficient and responsive aerospace system in the world, and to be the best Federal employer, continuously improving service to customers and employees.	<p>FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of U.S. aerospace safety.</p> <p>As the leading authority in the international aerospace community, FAA is responsive to the dynamic nature of customer needs, economic conditions, and environmental concerns.</p>

FAA Values	
We Believe In: <ul style="list-style-type: none"> → Trust → Integrity → Honesty → Involvement → Teamwork → Diversity → Respect 	We Are Committed To: <ul style="list-style-type: none"> → Responsiveness → Quality → Timeliness → Fiscal Responsibility → Accountability → Communication
We Will Achieve These Values By <ul style="list-style-type: none"> → Giving people what they need, then letting them do their jobs. → Making timely decisions at the lowest level and respecting them. → Committing our best to our customers. → Valuing our people. → Being open to new ideas. → Speaking out for what we believe, even when it is unpopular. → Recognizing each person's contributions and realizing each person's full potential. → Collaborating across organizations. → Taking pride in what we do. 	

Brief History of the Mike Monroney Aeronautical Center

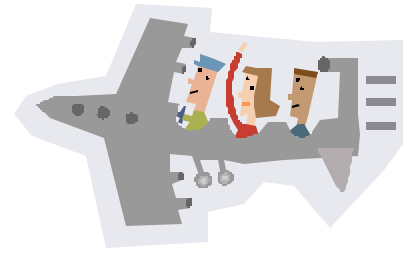
Established in 1946 by the Civil Aeronautics Administration as a centralized training and logistics facility with approximately 350 employees, the Mike Monroney Aeronautical Center (MMAC) has grown to become a major organizational complex of the FAA employing approximately 4,400 government and contract employees. The Center's vast facilities and activities impact almost everything in aviation. The MMAC was named for the late Oklahoma Senator, Mike Monroney, an avid promoter of aviation. It was established on the west side of what was once Will Rogers Air Base that housed the U.S. Army Corps during World War II.

Local civic leaders have played a key role in the beginning and continual growth of the MMAC. Working closely with congressional representatives and administration officials, Oklahoma City has provided the means by which the center has expanded its size and built new buildings to meet the program requirements of the FAA.

Since its inception, the MMAC has greatly expanded training and logistics services and has added a number of other aviation safety-related and business support products and services. These products and services include, for example, engineering services; medical, human factors, and organizational research; aircraft and airmen certification information; standards development for pilot and aircraft performance as well as flight procedures; and automated systems development and support. The customer base for the Aeronautical Center includes the entire FAA, all of the transportation modes in the Department of Transportation, other Federal agencies, and foreign governments, as well as pilots, media, aircraft owners, and commercial air carriers.

Examples of the Aeronautical Center's services and customer base include:

- ➔ Technical training of over 86,000 students annually.
- ➔ Departmental bi-weekly payroll of more than \$162 million to over 64,500 employees.
- ➔ Depot level repair services for more than 28,000 National Airspace System facilities throughout the world.
- ➔ Departmental accounting disbursements exceeding \$6 billion annually.
- ➔ Agreements with 66 foreign countries to provide material, training, or other support services.
- ➔ A response to over 100,000 public inquiries regarding civil aircraft annually.
- ➔ Public access to records for 320,000 active civil aircraft.
- ➔ Management of the computer-based airman knowledge testing program, with over 900 testing centers worldwide and annual test administration to over 50,000 individuals.



MMAC Strategic Plan Our Flight to the Future

The aviation sector of the transportation industry is vibrant and growing. Continued and steady growth in the aviation industry resulting from increasing personal wealth and growing national and international markets is projected into the next century. The number of air travelers is expected to double over the next 20 years, from one billion to more than two billion.

This rapid pace of industry growth suggests that there will be an increased need for the technical and business support services provided by the Aeronautical Center and its associate organizations. Areas of need created (and demanded) by a robust aviation industry include accessible information from aircraft, airmen, and medical records, cabin safety, a highly skilled and responsive FAA workforce, and a national airspace system that can support the increased number of planes and travel miles.

Vision

We are the recognized leader and preferred choice for delivering aviation and business services through excellence, innovation, and entrepreneurship.

Enabling Goal

People: The Foundation of Accomplishment

- Provide Model Work Environment
- Focus on Intellectual Capital and Managing the Diverse Work Force

Strategic Goal

- Position the Aeronautical Center to meet the needs of the changing aviation industry and to play a key role in assisting FAA in the NAS modernization
 - Use Aeronautical Center expertise to help the FAA improve the safety of the national and international aviation system
 - Reduce FAA business costs and increase FAA operational effectiveness
-

Aeronautical Center Organizations

AMC-1	Aeronautical Center	4-4521
	Lindy Ritz, Director	
AMC-2	Richard Rodine, Deputy Director	
AMC-3	International and Educational Outreach Staff	
	Robert Hoppers	4-5332
	Melissa Graffigna	4-9305
AMC-4	NAS Program	4-3268
	Vacant	
AMC-5	Public Affairs	4-7500
	John Clabes	
AMC-7	Aeronautical Center Counsel	4-3296
	Joe Standell	
AMC-8	Business Planning & Development Staff	4-5337
	Jennifer Myers, Manager	
AMC-9	Civil Rights Office	4-4381
	Dave Bonnick, Manager	
AMC-700	Civil Aviation Security Division	4-7650
	Marvin Franklin	
AMA-1	FAA Academy	4-6900
	William Traylor, Superintendent	
AMA-2	Robert Igo, Deputy Superintendent	
AMA-700	Aviation Security Training Division	4-3212
	William Henderson, Manager	
AMH-1	Human Resource Management	4-3501
	Dorothy Tharnish, Program Director	
AMI-1	Information Services	4-3201
	Robert Stevens, Program Director	
AMI-2	Cheryl Rogers, Deputy Program Director	
AML-1	Logistics Center	4-4358
	Norman Bowles, Program Director	
	Barbara Silva, Deputy Program Director	
AMP-1	Facility Management	4-4572
	Charles Sullivan, Program Director	

Aeronautical Center Organizations

AMQ-1	Acquisition Services Russell Blasing, Program Director	4-7700
AMQ-2	Sherry Newell, Deputy Program Director	
AMZ-1	Budget and Financial Services Mike Upton, Program Director	4-4333
AMZ-2	Rita Haley, Deputy Program Director	
ASW-280	National Flight Program Oversight Debra Entricken, Program Manager	4-0057
AAM-3	Civil Aerospace Medical Institute (CAMI) Dr. Melchor Antunano, Director	4-1000
AFS-400	Flight Technologies & Procedures Division Lyle Wink, Special Assistant	4-5853
AFS-420	Flight Technologies & Procedures Standards Don Pate, Manager	4-4164
AFS-600	Regulatory Support Division Joe Tintera, Manager	4-4431
AFS-601	Bill Pickelsimer, Assistant Manager	
AFS-700	Civil Aviation Registry Mark Lash, Manager	4-4331
AFS-701	Kirby Schnell, Assistant Manager	
AOS-200	National Airway Systems Engineering Division James Pritchard, Manager	4-3647
ATX-100	Training Division Chuck Saunders, Manager	4-8040
AVN-1	Aviation System Standards Tom Accardi, Program Director	4-3305
AVN-2	Joe Doubleday, Deputy Director	4-3306
CG	U.S. Coast Guard Institute Lt. Commander Todd Campbell	4-7232
DTI-1	Transportation Safety Institute Frank Tupper, Director	4-3153
DTI-2	Linda Kochis, Associate Director	

The organizational chart for the Aeronautical Center is structured as follows:

- DIRECTOR, AERONAUTICAL CENTER** (AMC-1)
 - DEPUTY DIRECTOR** (AMC-2)
 - INTERNATIONAL AND EDUCATIONAL OUTREACH STAFF** (AMC-3)
 - NAS TRANSITION ENGINEERING SERVICES** (AMC-4)
 - PUBLIC AFFAIRS STAFF** (AMC-5)
 - AERONAUTICAL CENTER COUNSEL** (AMC-7)
 - BUSINESS PLANNING AND DEVELOPMENT STAFF** (AMC-8)
 - CIVIL RIGHTS STAFF** (AMC-9)
 - CIVIL AVIATION SECURITY DIVISION** (AMC-700)

Below the main organizational chart, there is a detailed breakdown of the divisions and staff reporting to the Headquarters:

- FAA ACADEMY** (AMA-1)
 - OPERATIONAL SUPPORT DIVISION (AMA-100)
 - REGULATORY STANDARDS DIVISION (AMA-200)
 - TRAINING SUPPORT DIVISION (AMA-300)
 - AIRWAY FACILITIES DIVISION (AMA-400)
 - AIR TRAFFIC DIVISION (AMA-500)
 - AIRPORTS AND LOGISTICS DIVISION (AMA-600)
 - AVIATION SECURITY TRAINING DIVISION (AMA-700)
 - INTERNATIONAL TRAINING DIVISION (AMA-800)
- OFFICE OF HUMAN RESOURCE MANAGEMENT** (AMH-1)
 - POLICY AND SYSTEMS DIVISION (AMH-100)
 - PERSONNEL OPERATIONS DIVISION (AMH-200)
 - AVIATION CAREERS DIVISION (AMH-300)
- OFFICE OF INFORMATION SERVICES** (AMI-1)
 - SPECIAL PROJECTS STAFF (AMI-20)
 - PROGRAM AND RESOURCE MGMT DIVISION (AMI-100)
 - APPLICATION SYSTEMS DIVISION (AMI-200)
 - TECHNOLOGY SUPPORT DIVISION (AMI-300)
 - DEPARTMENTAL PERSONNEL & PAYROLL DIVISION (AMI-400)
 - DEPARTMENTAL ACCOUNTING DIVISION (AMI-500)
 - NETWORKING, TELE-COMMUNICATIONS, AND AUTOMATION SERVICES DIVISION (AMI-600)
 - INFORMATION MEDIA DIVISION (AMI-700)
 - SIMULATION DEVELOPMENT AND SUPPORT DIVISION (AMI-800)
- FAA LOGISTICS CENTER** (AML-1)
 - BUSINESS SYSTEMS GROUP (AML-20)
 - QUALITY SYSTEMS GROUP (AML-30)
 - INFORMATION SYSTEMS GROUP (AML-40)
 - DISTRIBUTION CENTER DIVISION (AML-1000)
 - RADAR PRODUCT DIVISION (AML-2000)
 - AIRCRAFT PRODUCT DIVISION (AML-3000)
 - PRODUCT SERVICES DIVISION (AML-4000)
 - AUTOMATION PRODUCT DIVISION (AML-5000)
 - COMMUNICATIONS PRODUCT DIVISION (AML-6000)
 - NAVIGATION/LANDING/WEATHER PRODUCT DIVISION (AML-7000)
- OFFICE OF FACILITY MANAGEMENT** (AMP-1)
 - ENVIRONMENTAL, SAFETY, & EMERGENCY MANAGEMENT DIVISION (AMP-100)
 - NAS TECHNICAL SERVICES DIVISION (AMP-200)
 - OPERATIONS AND MAINTENANCE DIVISION (AMP-300)
 - ARCHITECTURE AND ENGINEERING DIVISION (AMP-400)
- OFFICE OF ACQUISITION SERVICES** (AMQ-1)
 - ACQUISITION SUPPORT DIVISION (AMQ-100)
 - NAS, AUTOMATION, & FACILITIES ACQUISITION DIVISION (AMQ-200)
 - AVIATION, MEDICAL, AND TRAINING ACQUISITION DIVISION (AMQ-300)
- OFFICE OF FINANCIAL & BUDGET SERVICES** (AMZ-1)
 - FINANCIAL OPERATIONS DIVISION (AMZ-100)
 - ACCOUNTING FUNCTIONAL DIVISION (AMZ-200)
 - PAYROLL OPERATIONS DIVISION (AMZ-400)
 - PAYROLL FUNCTIONAL DIVISION (AMZ-500)
 - AMC BUDGET SERVICES DIVISION (AMZ-600)

Organizations enclosed in dotted-line boxes report to Headquarters.

Organizations enclosed in dotted-line boxes report to Headquarters entities.

Media Inquiries/Public Relations

Because you work for the FAA, the media may contact you by phone, fax, e-mail, or in person on or off the Center. Respond only with a referral to the Public Affairs Office (AMC-5). They will provide media relations for all Center-based organizations and will work with your organization to provide a response. If possible, inform AMC-5 why they contacted you and what information the media wanted.

MMAC Intercom



The Intercom is a local web publication of current events, Aeronautical Center news, and articles about employees, both work related and non-work related. To read the Intercom, visit www.mmac.jccbi.gov/intercom. If you would like to submit an article, please contact Roland Herwig, AMC-5, 4-7503.

MMAC Homepage

If you desire to learn all you can about your new place of employment, the best place to begin is at the MMAC Homepage. This page is not only for employees, but also the general public. If your friends or family ask you just what it is we do here, turn them on to our homepage!

Topics such as training the FAA Academy provides, what the FAA Logistics Center supports, or what strategic goals are and how you fit in, it's on the MMAC Homepage. Plus much, much more. Visit the homepage at www.mmac.jccbi.gov/mmac.



MMAC Intranet Homepage

<http://mmac-inet.jccbi.gov/mmacinnet>

The MMAC Intranet homepage contains the most current agency policy in many FAA and Federal Government programs. Should you question the accuracy or currency of other written documentation, double-check it with the MMAC Intranet homepage. This homepage is designed for Aeronautical Center employees, not the general public.

One easy way for you to become familiar with what's available at the Aeronautical Center is to visit the Intranet. There are numerous helpful links to other web sites, just see below. Access to the Intranet is limited to computers that are connected to the local area network (LAN). For example, you can access the Intranet from your office PC, but not from your home PC.

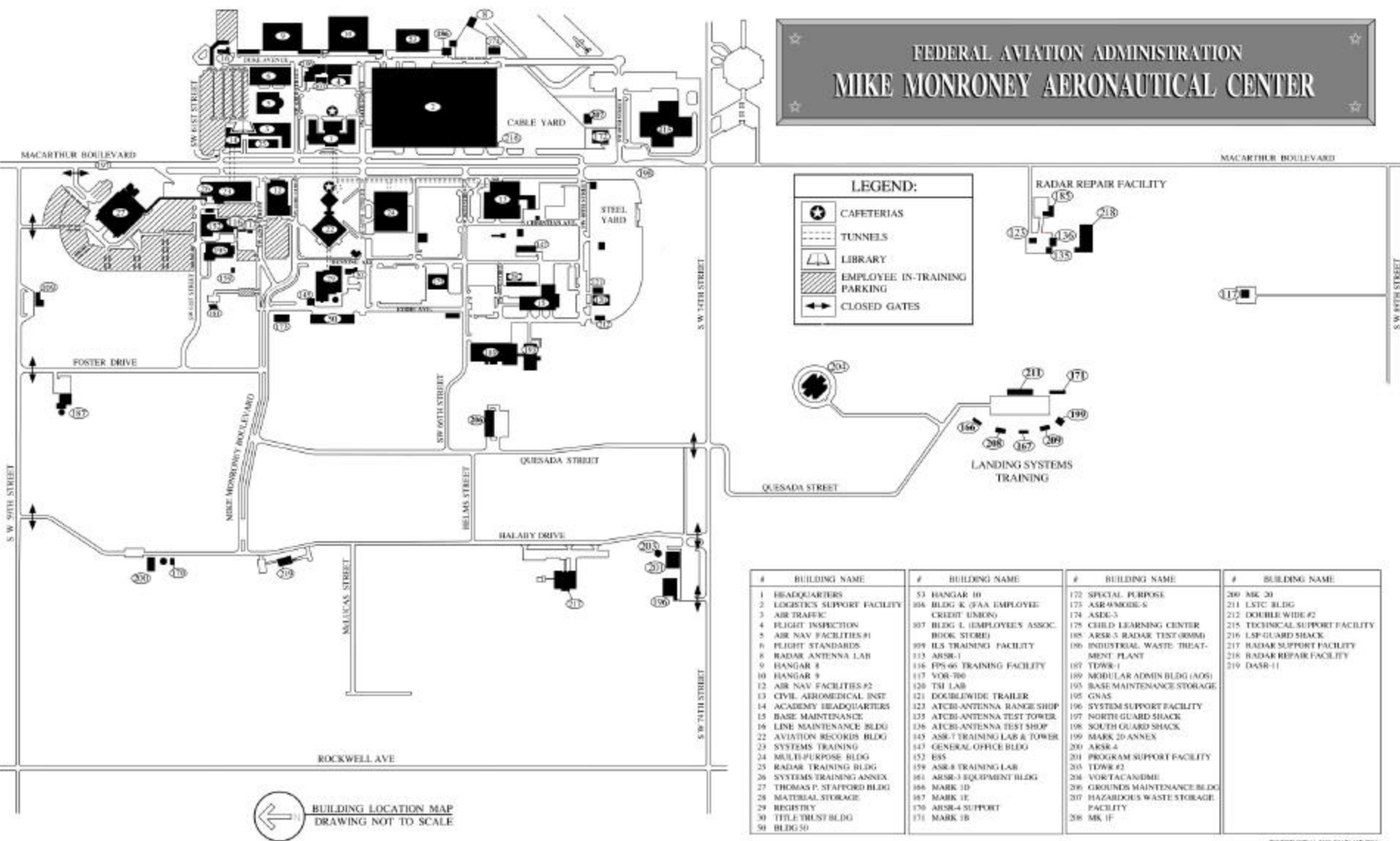


FIND

FIND is a new online FAA directory for use by all FAA personnel. It facilitates interagency communication by providing a consolidated directory. While visiting the FIND site, you may want to make a note of the link to the DOT Telephone Directory. FIND's web address is <http://find.faa.gov>.

FEDERAL AVIATION ADMINISTRATION MIKE MONRONEY AERONAUTICAL CENTER

LEGEND:



BUILDING LOCATION MAP
DRAWING NOT TO SCALE

#	BUILDING NAME	#	BUILDING NAME	#	BUILDING NAME	#	BUILDING NAME
1	HEADQUARTERS	53	HANGAR 10	172	SPECIAL PURPOSE	200	MG. 20
2	LOGISTICS SUPPORT FACILITY	104	BLDG. K (PAA EMPLOYEE CREDIT UNION)	173	ASR-6/MODE-6	211	LSTC BLDG
3	AIR TRAFFIC	107	BLDG. L (EMPLOYEE'S ASSOC. BOOK STORE)	174	ASDE-3	212	DOUBLE-WIDE #2
4	FLIGHT INSPECTION	109	ILS TRAINING FACILITY	175	CHILD LEARNING CENTER	215	TECHNICAL SUPPORT FACILITY
5	AIR NAV FACILITIES #1	113	ARSR-1	185	ARSR-5 RADAR TEST ROOM	216	LSP-GUARD SHACK
6	FLIGHT STANDARDS	116	TPS-66 TRAINING FACILITY	186	INDUSTRIAL WASTE TREATMENT PLANT	217	RADAR SUPPORT FACILITY
7	RADAR ANTENNA LAB	117	VOR-706	187	TDWR-1	218	RADAR REPAIR FACILITY
8	HANGAR 8	120	TSH LAB	189	MODULAR ADMIN BLDG (AO)	219	DASR-1
9	HANGAR 9	121	DOCKBLADE TRAILER	190	BASE MAINTENANCE STORAGE		
10	HANGAR 10	123	ATCBI-ANTENNA RANGE SHOP	195	GNAS		
11	AIR NAV FACILITIES #2	125	ATCBI-ANTENNA TEST TOWER	196	SYSTEM SUPPORT FACILITY		
12	CIVIL AEROMEDICAL INST	126	ATCBI-ANTENNA TEST SHOP	197	NORTH GUARD SHACK		
13	ACADEMY HEADQUARTERS	143	ASR-7 TRAINING LAB & TOWER	198	SOUTH GUARD SHACK		
14	BASE MAINTENANCE	147	GENERAL OFFICE BLDG	199	MARK 20 ANNEX		
15	LINE MAINTENANCE BLDG	152	ISS	200	ARSR-4		
16	AVIATION RECORDS BLDG	159	ASR-8 TRAINING LAB	201	PROGRAM SUPPORT FACILITY		
17	SYSTEMS TRAINING	161	ARSR-3 EQUIPMENT BLDG	203	TDWR #2		
18	MULTI-PURPOSE BLDG	166	MARK 1D	204	VORTAC/ANDE		
19	RADAR TRAINING BLDG	167	MARK 1E	206	GROUNDING MAINTENANCE BLDG		
20	SYSTEMS TRAINING ANNEX	170	ARSR-4 SUPPORT	207	HAZARDOUS WASTE STORAGE FACILITY		
21	THOMAS P. STAFFORD BLDG	171	MARK 1B	208	MR. IF		
22	MATERIAL STORAGE						
23	REGISTRY						
24	TITLE TRUST BLDG						
25	BLDG 50						

REVISED OCT. 11, 2000 (JAN. 06)

Oklahoma City Area Map



FAA Mike Monroney Aeronautical Center
6500 South MacArthur Boulevard
Oklahoma City, OK 73169

Oklahoma City Trivia:

- 🌐 The world's first parking meters were invented in Oklahoma City in the mid 1930's.
- 🌐 The first shopping cart was invented in Oklahoma City in 1947.
- 🌐 WKY Radio was the first station west of the Mississippi and at one time employed Walter Cronkite, Merv Griffin, and Frank Reynolds.
- 🌐 In 1919, the Mayor of Oklahoma City ordered all police horses to be equipped with rubber shoes so criminals could not hear them coming.
- 🌐 The 45th Infantry Division Museum has Hitler's personal copy of "*Mein Kampf*."
- 🌐 The "Wild Mary" Sudik was a world famous gusher, blowing for 11 days in 1930 and spraying buildings with oil as far away as Norman (nearly 20 miles away).
- 🌐 The Cowboy Hall of Fame has one of the greatest collections of Western art in the world.
- 🌐 Oklahoma City is the largest stocker and feeder capital in the world.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Mike Monroney Aeronautical Center
Office of Human Resource Management

P.O. Box 25082
Oklahoma City, OK 73125-4908

Dear New Employee:

As the Program Director of the Office of Human Resource Management, I take pride in welcoming you into the Mike Monroney Aeronautical Center family. Our employees are our most valuable resources.

This New Employee Handbook was developed to answer general questions about your Federal employment and provide you with an overview of the FAA and the MMAC. The handbook will be revised and updated as major changes occur in the various orders, policies, and regulations concerning employment. In the meantime we will post periodic updates on the AMH web site to keep the handbook current.

We have provided a summary of each topic on the following pages. You should refer to the policy, order, or regulation referenced for more in-depth information.

If the position to which you are assigned is included in a certified bargaining unit, an agreement between the union and management will normally have been negotiated to cover many aspects of personnel policies and practices. The information contained in this handbook does not supersede a union contract. Please visit with your organization's union representative to obtain a copy of the agreement and become familiar with its provisions.

What's the first web site that you should visit....<http://www.mmac.jccbi.gov/amh>. You will find answers to many of your employment-related questions and an abundance of links to other human resource information sources.

Welcome and best wishes for a rewarding career at the MMAC!

Sincerely,

Dot Tharnish
Program Director, Office of Human Resource
Management, AMH-1

Office of Human Resource Management

The Office of Human Resource Management (AMH) provides a full range of human resource management services to the Mike Monroney Aeronautical Center, straightlined and associate organizations. These services include advising and assisting management officials in matters relating to human resource management; implementing human resource policies established at the national headquarters level; and, identifying the need, planning for, establishing, and implementing human resource policies designed to meet the particular needs of management and other employees. AMH consists of the following divisions:

- ➔ Policy and Systems Division (AMH-100). Provides consultative services for the full range of human resource programs, policies, and practices to Aeronautical Center, straightlined, and associate organizations. Administers labor-management relations, employee relations, performance management, employee recognition, compensation, and learning and organization improvement programs. Performs staff functions in support of current automated personnel systems and office automation, and provides functional support for the Department of Transportation's Integrated Personnel and Payroll System (IPPS).
- ➔ Personnel Operations Division (AMH-200). Provides the full range of employment services and consultation on position classification to Aeronautical Center, straightlined, and associate organizations. Administers the retirement, thrift savings, health and life insurance programs. Maintains official personnel records for all employees.
- ➔ Aviation Careers Division (AMH-300). Conducts centralized recruitment, examining, inventory management, and applicant referral for designated safety occupations such as Aviation Safety Inspectors, Federal Air Marshalls, and Flight Test Pilots; manages applicant inventories and referrals for national managerial selection programs; and supports national staffing programs.



Office of Human Resource Management, AMH-1

Dot Tharnish HQ 193 x4-3501 Program Director

Pam	Downs	HQ 193	x4-7957	Personnel Management Specialist	Budget, Special Projects, Evaluations, FOIA, Privacy Act
Elizabeth	Lucas	HQ 188	x4-4156	Administrative Officer	Budget, Employee Groups, LR Assistant, Telecommuting, Telecommunications
Lori	Divine	HQ 193	x4-5311	Office Administrator	Clerical Support

Policy & Systems Division, AMH-100

Consultation and advisory services on employee standards of conduct; performance management system; conduct and performance-based actions; FAA core compensation system; employee requests for reasonable accommodation and non-disciplinary removals for medical reasons; workweeks, hours of duty, alternative work schedules, FLSA, premium pay; and Federal leave programs.

Joyce Sills HQ 188 x4-6635 Division Manager

Verna	Allen	HQ 190	x4-5291	Personnel Management Specialist	AMA, AMA-700, ATX-100, AMC-700
William	Clear	HQ 190	x4-7956	Personnel Management Specialist	AVN-100, -200, -300, -600; EAP Program Management
Tony	Garcia	HQ 190	x4-5295	Personnel Management Specialist	AFS-600, TSI, CAMI; Functional expert for FAA Core Comp System
Barbara	Hill	HQ 193	x4-0714	Personnel Management Specialist	AOS, AFS-420, -700; HR focal point for Accountability Board
Steve	McKee	HQ 188	x4-5293	Personnel Management Specialist	AML, AMH
Diana	Pearsall	HQ 188	x4-7964	Personnel Management Specialist	AMC-1-9, AMI, AMQ, AMP, AMZ
Liza	Strong	HQ 190	x4-1859	Personnel Management Specialist	AVN-1-50, AVN-500

Labor Relations

Wally	Binkley	HQ 188	x4-5577	Labor Relations Specialist	PASS, LIUNA, AFGE/AVN-500
David	Graff	HQ 188	x4-2619	Labor Relations Specialist	NAGE/AMQ, NATCA/ENG, NAGE/AVN, AFSCME/AFS
Irv	McKey	HQ 188	x4-7408	Labor Relations Specialist	PAACE/AMA, PAACE/AMP, AFGE/MMAC, AFGE/CAMI

Learning & Organizational Development

Ron	Gappa	HQ 158	x4-6371	Employee Development Specialist	Learning & Organizational Development
James	McGough	HQ 158	x4-7950	Employee Development Specialist	Training Program Management Officer
Lou	Thompson	HQ 158	x4-5950	Employee Relations Specialist	Employee Recognition & Awards, Training Quota Management

Personnel Systems

Pam	Dela Vega	Acad Rm B4	x4-0841	Personnel Management Specialist	IPPS/Training
Roni	Lufkin	Acad Rm B4	x4-0838	Personnel Management Specialist	IPPS/Personnel Requests
Robin	Syba	HQ 193	x4-5280	Information Resource Manager	IPPS Database Administrator, Access Control Officer
Scott	Wagner	Acad Rm B4	x4-0837	Personnel Management Specialist	IPPS/Embedded Features
Rex	Warlick	Acad Rm B4	x4-0875	Personnel Management Specialist	IPPS/MIR

Contract Support

Don	Dyer	HQ 184A	x4-8017	Employee Assistance Program	
Linda	Stoltenborg	HQ 102	x4-1062	Contract Clerk	OWCP, Retirement, Benefits
Michael	Armstrong	HQ 104	x4-4506	Contract Clerk	Employee Records, Verification of Employment

Personnel Operations Division, AMH-200

Staffing, Classification & Benefits Services

Shirley Cox	HQ 108	x4-5284	Division Manager	
Greg Morgan	HQ 107	x4-5301	Personnel Management Specialist	Lead PMS, AMH, AMC-1-9, AML-1-1000, WTW
Nancy Hauck	HQ 107	x4-7958	Personnel Management Specialist	AMA, ATX
Ann Hebert	HQ 107	x4-7948	Personnel Management Specialist	AAM, AVN-500, AMC-700, Special Emphasis Prgms., (COOP, Student Prgms, HBCU)
Tracy Leese	HQ 107	x4-5297	Personnel Management Specialist	AML-2000-7000, AOS, AFS-420/600/700, DTI
Toni Main-Valentin	HQ 107	x4-7963	Personnel Management Specialist	AVN (Except AVN-500)
Laurie Odom	HQ 107	x4-7949	Personnel Management Specialist	AMI, AMZ, AMQ, AMP, AMA-700, People with Disabilities
Charlie Taylor	HQ 102	x4-8019	Personnel Management Specialist	Retirement and Benefits
Lisa Hall	HQ 107	x4-5288	Personnel Management Specialist	Lead Assistant, AMH, AMC-1-9
Rene Dosela	HQ 107	x4-2018	Personnel Assistant	AVN (Except AVN-300), Marketing Team
Elaine McCollum	HQ 107	x4-1063	Personnel Assistant	AMA, ATX, AMI, AMQ, DTI, ATC EOD
Lina Robinson	HQ 107	x4-5041	Personnel Assistant	AOS, AVN-300, AFS-420/600/700, AAM, AMC-700
Betty Wyatt	HQ 107	x4-5299	Personnel Assistant	AML, AMZ, AMP, Special Emphasis Programs

Aviation Careers Division, AMH-300

Centralized recruitment and applicant referral for nation-wide safety related occupations.

Susan Bounds	HQ 138	x4-7961	Division Manager	
Barbara Ross	HQ 138	x4-6386	Secretary	Administrative Support/Backup Support

Systems Management & Development Team, AMH-300A

Clauddia Jackson	HQ 138	x4-6388	Team Coordinator	Automation and Development
Sharon Morrow	HQ 138	x4-6377	Personnel Management Specialist	ATA (Air Traffic Assistant), RMC (Retired Military Controller), Web Master
Joyce Padgett	HQ 138	x4-6380	Personnel Management Specialist	AFMSP/ATNSP
Pat Johnson	HQ 138	x4-7952	Personnel Management Specialist	PATCO Program
Brenda Rogers	HQ 138	x4-6376	Personnel Management Specialist	AT-CTI, MARC, ATSAT, OPM, AFSS
Nancy Owens-Curtis	HQ 138	x4-6382	Staffing Assistant	AFMSP/ATNSP/CTI/ATSAT

Operations Team, AMH-300B

Abe Castillo	HQ 111	x4-6373	Team Coordinator	Operations
Cheryl Mercer	HQ 111	x4-6381	Personnel Management Specialist	Alaskan (AAL), NW Mountain (ANM), Western Pacific (AWP)
Janice Young	HQ 111	x4-6394	Personnel Management Specialist	Great Lakes (AGL), Central (ACE), Southwest (ASW) Marketing Team
Sharon Fairless	HQ 111	x4-6384	Personnel Management Specialist	New England (ANE), Eastern (AEA), Southern (ASO)
Melody Cardone	HQ 111	x4-6395	Staffing Assistant	FS/AF Scanning and Administrative Support
Mary Babb	HQ 111	x4-6393	Staffing Clerk	Scanning and Administrative Support
Malissa Yoscak	HQ 111	x4-6396	Staffing Clerk	Scanning and Administrative Support

Human Resource Information Center

For your convenience, the Office of Human Resource Management established a human resource (HR) information center located in the Headquarters Building (HQ), room 101, which is open Monday through Friday from 8:00 a.m. to 4:30 p.m. It is a self-help area where various HR forms are available. You may obtain hard copies of:

- ➔ Applications Forms
- ➔ Benefits information and enrollment forms
- ➔ Training aids catalogs
- ➔ Training brochures and school catalogs

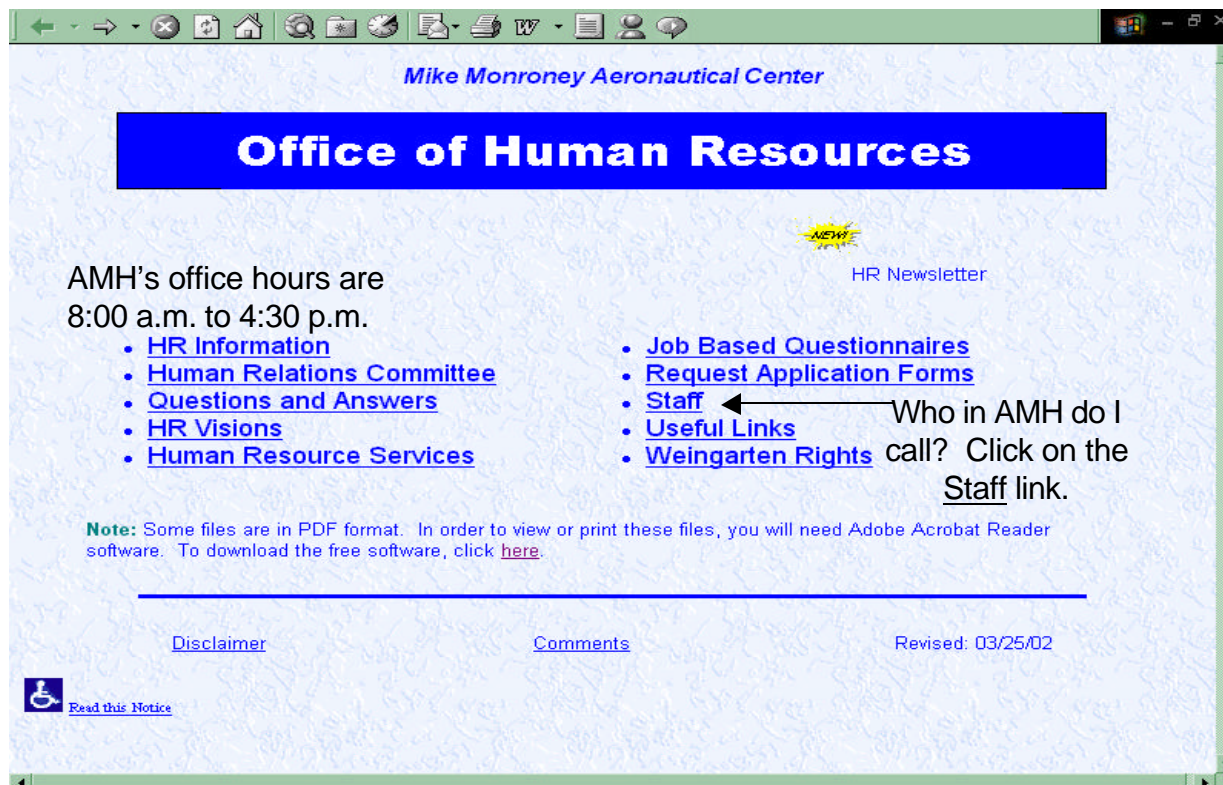
There are also two computers available so you can access REVAMP to view vacancy announcements. HQ room 101 is also a permanent site for a blood pressure machine. All employees are welcome to use this machine.

AMH Homepage (Office of Human Resource Management)

You may be thinking, "this handbook covers topics that I certainly need to be familiar with, but where do I find more information?" Your local Human Resource Office maintains a homepage that offers a wide variety of personnel subjects, as well as useful links to other resources.

A listing of the HR staff and their various assignments and phone numbers will help you to know who your AMH Customer Service Representative is, or who to contact about labor relations questions, etc.

This New Employee Handbook is available to view or print from the AMH homepage. For the latest version, visit www.mmac.jccbi.gov/amh.



ADMINISTRATOR'S POLICY STATEMENT ON MODEL WORK ENVIRONMENT

The Federal Aviation Administration is committed to a comprehensive approach of managing diversity, practicing equal employment opportunity, and engaging in affirmative efforts to create and maintain an environment that supports and encourages the contribution of all employees and is free of inappropriate and unlawful behavior. In recognizing the importance of different viewpoints, perspectives, and experiences to problem solving, decision making, responsiveness, and overall effectiveness, we pledge to have a productive and hospitable environment with a work force reflective of the Nation's diversity.

In furtherance of our goal to create a work environment that supports and encourages the contributions of all employees, those occupying leadership positions must demonstrate an absolute commitment to actively engage in practices that facilitate a model work environment. This commitment will be manifested through the decisions we as an agency make, actions we take, and the results we achieve. Every employee has a shared responsibility to treat each other with dignity and respect, work together harmoniously and effectively, and take responsibility for our actions.

We must not discriminate on the basis of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or any other characteristics not bearing on job performance. By working together, we can maintain our commitment to keep the flying public safe.

By working together, we can focus the agency resources on business issues and work environment improvements, rather than on the manifestations of workplace discontent such as complaints, grievances, and malaise. By working together, we can celebrate our successes and welcome the challenges the new millennium will present.

I look forward to working with you in our Model Work Environment.

Jane F. Garvey
Administrator

September 1997

Model Work Environment

Model Work Environment (MWE)	MWE is the agency's effort to create and maintain a pleasant setting for its employees by managing diversity and practicing equal employment opportunity and affirmative action in accordance with the law. In an effort to achieve this goal the agency has outlined the following roles and responsibilities for employees, managers, and supervisors.
Employee Roles and Responsibilities	<p>Share the responsibility for ensuring a productive and hospitable workplace.</p> <ul style="list-style-type: none">→ Treat each other with dignity and respect.→ Work together harmoniously and effectively.→ Respect each other's contributions.→ Identify your career goals and aspirations.→ Seek the knowledge, skills, abilities, and experiences required to stay productive in your current position and continue progress on your career path.→ Participate fully in training and developmental activities by applying what was learned to the workplace.→ Do not tolerate those who create, foster, or condone an intimidating, hostile, offensive, or abusive work environment.→ Discover how others wish to be treated and afford them that courtesy.→ Seek productive and efficient solutions to everyday problems that do not compromise the integrity of co-workers.→ Help and support co-workers so team members share in success.→ Be responsible for your own actions.
Managerial and Supervisory Roles and Responsibilities	<p>Create an environment that supports and encourages the contributions of all employees and is free of inappropriate and unlawful behavior.</p> <ul style="list-style-type: none">→ Communicate openly and honestly your expectations for behavior in the workplace and accept nothing less.→ Treat all employees with dignity and respect.→ Create and maintain a positive and supportive work environment that promotes participation by all employees in work activities for the benefit of the individual and the organization.

- ➔ Assign work equitably so employees have the opportunity to grow professionally.
- ➔ Seek to assign work so that diverse views are represented in decision making.
- ➔ Communicate promotional and developmental opportunities to employees in a timely manner.
- ➔ Identify and eliminate conditions and non-merit factors that contribute to under representation at all organizational levels.
- ➔ Identify, eliminate, and prevent discrimination and harassment.
- ➔ Discipline those who create, foster, condone, or tolerate an intimidating, hostile, offensive, or abusive work environment.
- ➔ Serve as a role model for the behavior that fosters a productive and hospitable work environment.

For more information on the MWE, contact the Civil Rights Staff, (AMC-9), at 4-5525 or visit their web site at <http://www.mmac.jccbi.gov/amc9>.

Accountability Board

The FAA Administrator established the Accountability Board in July 1998, for the purpose of overseeing the manner in which the agency responds to allegations of sexual harassment and other misconduct of a sexual nature. The Accountability Board's role was expanded on June 30, 2000, to include allegations or incidents of verbal, written, graphic, or physical harassment and other misconduct that creates or that may reasonably be expected to create an intimidating, hostile, or offensive work environment based on race, color, religion, gender, sexual orientation, national origin, age, or disability.

In accordance with the Accountability Order 1110.125A, management must report, investigate, and, based on the facts, take appropriate action. Once an allegation is brought to the attention of management officials, they have no option but to report the issue to the Accountability Board. Management officials who condone or ignore those issues outlined in the Accountability Board's scope of coverage by failing to report violations will be subject to disciplinary action. For more information on the Accountability Board, employees may consult their servicing Customer Service Representative in the Policy and System Division (AMH-100), or visit the Office of Human Resource Management web site at www.mmac.jccbi.gov/amh.

THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

Harassment Policy Statement

May 2001

The U.S. Department of Transportation has a zero tolerance for harassment on the basis of race, color, national origin, religion, age, sex, disability, sexual orientation, or protected activity. Harassment in this context refers to unwelcome comments or conduct that is so objectively offensive as to alter the conditions of employment. It is an illegal and offensive form of discrimination that undermines professional, cooperative working relationships, and violates the law and Department policy. As Secretary of Transportation, I am fully committed to our longstanding policy that harassment must not occur, is wholly unacceptable, and will not be tolerated.

Any employee who believes that he or she has been the victim of harassment may, without fear of reprisal, use the Department's informal harassment reporting system, seek assistance of an Equal Employment Opportunity counselor, use the Equal Employment Opportunity complaint process, or contact the Department's Offices of Civil Rights. All managers and supervisors should take a strong and visible stand against any type of harassment, in order to prevent this type of conduct. Any manager or supervisor who becomes aware of such unacceptable behavior must take immediate and appropriate corrective action, and has a responsibility to ensure that harassment stops and does not recur. Violations of the law prohibiting harassment or violations of this policy will result in the initiation of appropriate disciplinary actions against offenders, up to and including dismissal.

Everyone is entitled to a work environment that is free from harassment. Prevention is the best tool we have - I ask all employees to join me in implementing and communicating this policy.

Norman Y. Mineta

ADMINISTRATOR'S POLICY STATEMENT ON PREVENTION OF SEXUAL HARASSMENT

Inappropriate conduct of a sexual nature will not be tolerated or condoned in the FAA workplace. There is no place for any conduct that interferes with an individual's work or creates an intimidating, hostile, or offensive environment in the FAA. As a preventive measure, we must effectively address inappropriate conduct before it ever rises to the levels proscribed by the Equal Employment Opportunity Commission as "sexual harassment."

I insist upon a FAA workplace free of improper and unlawful behavior. It is the duty of every employee to stand with me against sexual harassment and take an active role in supporting a positive work environment for all.

I am committed to ensuring that sexual harassment, which includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, will not exist in the FAA. To guard against such conduct, executives, managers, and supervisors must remain vigilant with regard to activities within their organizations. Where inappropriate conduct is identified, alleged, or suspected, I expect swift, thorough, and effective action to discern the facts and, where warranted, take appropriate corrective action designed to end the conduct and effectively rehabilitate the environment. Any employee who engages in inappropriate conduct of a sexual nature or who tolerates or condones such conduct is subject to disciplinary action in accordance with the FAA conduct and discipline policy.

Clearly, this policy statement by itself can not prevent a single incident of inappropriate conduct or sexual harassment. It is our commitment to conduct ourselves appropriately and to hold those accountable who choose to act otherwise that will make the difference in our prevention of sexual harassment efforts. Working together we can ensure a model work environment that allows us to focus on our aviation safety mission and better serve the American Public.

Jane F. Garvey
Administrator

September 1997

ADMINISTRATOR'S POLICY STATEMENT ON CIVIL RIGHTS

I affirm my commitment to ensuring equal opportunity in employment, programs, activities, and services regardless of race, color, religion, creed, sex, national origin, age, disability, or sexual orientation. I expect that every employee will comply with both the tenets of law, and agency policy with regard to nondiscrimination in our internal employment matters, Federally assisted programs, and other external activities and decision making.

In our efforts to remedy the effects of past discrimination, the FAA will affirmatively engage in employment efforts to increase representation of underrepresented minorities, women, and people with disabilities. We will similarly engage in affirmative efforts with regard to Federally assisted programs and other activities. All our affirmative efforts will be in strict accordance with law. Every management official must provide leadership and support for agency programs, through ensuring that all programs, practices, and activities are administered in accordance with pertinent laws and agency policy.

This statement asserting my commitment to programs falling under the broad umbrella of civil rights is only a beginning. A measure of both commitment and success must be ultimately tied to results. As we go forth to address the many challenges we face as an agency committed to public safety, we also must use our best efforts to achieve the civil rights objectives we set, as we will be judged in light of our resulting accomplishments. The performance of executives, managers, and supervisors will be evaluated based on their leadership and support of the FAA Model Work Environment (MWE), which encompasses both the letter and spirit of pertinent civil rights laws. With regard to employment matters, I expect nothing less than strong leadership and support to accomplish the items identified in the MWE plan.

I look forward to recognizing acts that significantly contribute to the success of our civil rights programs. On the other hand, behavior that is harassing, inhospitable, offensive, intolerant, and generally inappropriate or unlawful simply will not be allowed. Any employee engaging in such behavior is subject to disciplinary action, where appropriate, in accordance with the FAA conduct and discipline policy.

We must work together to achieve the goals we set. I look forward to achieving great accomplishments in the area of civil rights.

Jane F. Garvey
Administrator

September 1997

THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

Equal Opportunity Policy Statement

May 2001

The U.S. Department of Transportation has a vital mission to accomplish for the Nation. One that cannot be accomplished without the talent, dedication and skill of the men and women who carry out our work. Each of us who works at the Department bears two fundamental obligations: first, to do our own jobs to the best of our ability and, equally important, to ensure that our coworkers and those we supervise are given the respectful, supportive environment that allows them to do theirs.

Our commitment to equal employment opportunity is the cornerstone of that effort. When any employee or job applicant is denied equal opportunity on the basis of race, color, national origin, religion, age, sex, disability, or sexual orientation, the work of this Department suffers. Opportunities for achievement are lost, and the ability of employees to reach their full potential is jeopardized.

It is our strict obligation to eliminate all barriers to equal opportunity for employees of the Department's workforce, applicants for employment, and for beneficiaries of the Department's programs, services, and activities.

President Bush has emphasized that our goal must be that of a welcoming society - a Nation where no one is dismissed or forgotten. That is our mandate at the Department, as well. I ask that each of us, as employees and as managers, join in the work of building a Department in which everyone, our colleagues and our customers, are given the equal opportunity to succeed and contribute.

Norman Y. Mineta

Filing an EEO Complaint	<p>Employees or applicants for employment who believe they have been discriminated against due to race, color, religion, sex (including sexual/gender harassment), national origin, age, disability, or sexual orientation must consult an EEO counselor prior to filing a complaint in order to try to informally resolve the matter. An aggrieved person must initiate contact with an EEO counselor within 45 calendar days of the incident, or if a personnel action, within 45 calendar days of its effective date.</p> <p>After the initial discussion with the EEO counselor and when the agency agrees to offer alternative dispute resolution (ADR), you may choose between participation in the ADR program or the traditional EEO counseling activities.</p> <p>The Civil Rights Act of 1991 encourages the use of ADR to resolve disputes arising out of discrimination and unlawful harassment in the workplace. ADR programs attempt to resolve allegations early at the lowest possible level through the use of a neutral third party.</p> <p>For more information, contact the Civil Rights Office at 4-4381 or visit their web site at http://www.mmac.jccbi.gov/amc9.</p>
Special Emphasis Programs and Coordinators	<p>Asian Pacific American Committee Aeronautical Center: Jess Ussrey, AMA-440, (405) 954-3426</p> <p>Federal Women's Program (FWP) National: Deena Collier, ACR-6, (202) 366-8755 Aeronautical Center: Janet Newby, AMC-9, (405) 954-5551</p> <p>Hispanic Employment Program (HEP) National: Myrna Rivera, ARC-6, (202) 366-8755 Aeronautical Center: Monica Corona Burton, AMC-9, (405) 954-5536</p> <p>Native American Program Aeronautical Center: Janice Kurak, AMC-9, (405) 954-5550</p> <p>People With Disability Program (PWDP) National: Stephanie Ortoleva, ACR-6, (202) 366-9067 Aeronautical Center: Teresa Farrell, AML-30, (405) 954-1117</p>
Workplace Violence	<p>Violent, threatening, harassing and/or confrontational behaviors in any form are unacceptable and will not be tolerated. Threatening behavior may include harassment in the form of intimidation, or any oral and/or written remarks or gestures that communicates a direct or indirect threat of physical harm, or otherwise frightens, or causes an individual concern for his/her personal safety. Such irresponsible and inappropriate behavior may include pushing, poking, physically crowding, stalking, fist shaking, throwing objects regardless of the target of the object being thrown, name calling, obscene language or gestures, or any other intimidating or abusive action which creates a fearful environment and apprehension of harm. Employees, supervisors, and managers are responsible for enforcing the highest standards of personal safety and welfare at the workplace. Consequently, you must immediately report threats of violence, violent incidents, or other inappropriate behavior to your supervisor.</p>

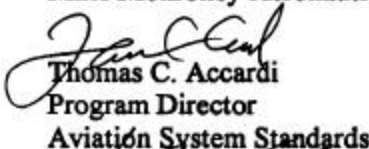
MIKE MONRONEY AERONAUTICAL CENTER WORKPLACE VIOLENCE POLICY STATEMENT

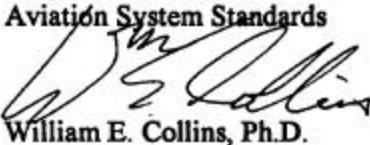
The Mike Monroney Aeronautical Center policy on workplace violence is one of no tolerance.

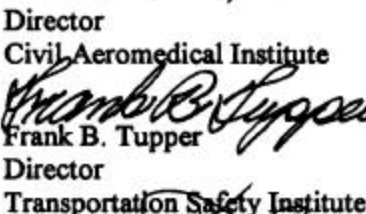
Any employee aware of acts or threats of violence should immediately inform his or her supervisor or the Duty Officer at extension 4-3583.

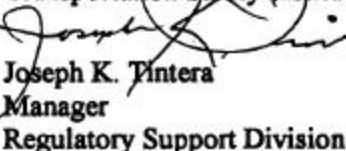

Linda Ritz

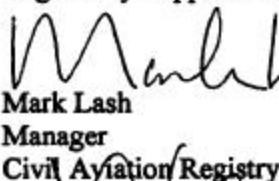
Director
Mike Monroney Aeronautical Center

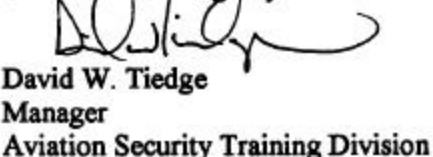

Thomas C. Accardi
Program Director
Aviation System Standards


William E. Collins, Ph.D.
Director
Civil Aeromedical Institute

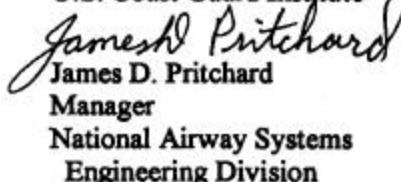

Frank B. Tupper
Director
Transportation Safety Institute

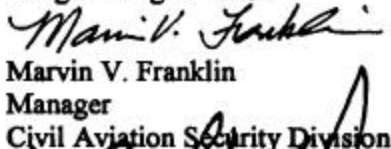

Joseph K. Tintera
Manager
Regulatory Support Division


Mark Lash
Manager
Civil Aviation Registry

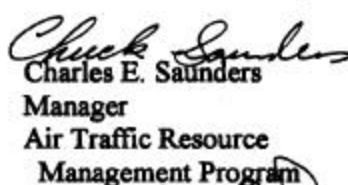

David W. Tiedge
Manager
Aviation Security Training Division

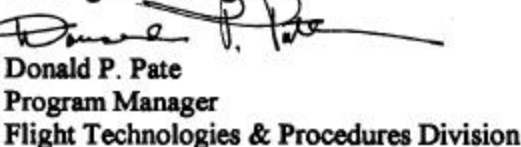

Lt. Brad Wilson
Commanding Officer
U.S. Coast Guard Institute


James D. Pritchard
Manager
National Airway Systems
Engineering Division


Marvin V. Franklin
Manager
Civil Aviation Security Division


Joseph R. Standell
Aeronautical Center Counsel


Charles E. Saunders
Manager
Air Traffic Resource
Management Program


Donald P. Pate
Program Manager
Flight Technologies & Procedures Division

**Employee Associations
and Coordinators**

Coalition of FAA Asian Pacific Americans (CFAPA)

National President: Al Kaulia, (202) 267-7237

Gay, Lesbian, or Bisexual Employees (GLOBE),

National President: Nancy Wigal, AOP-300, (202) 267-8296,
Aeronautical Center Representative: Celeste Roth, AMA-410,
(405) 954-7994

National Black Coalition of Federal Aviation Employees (NBCFAE)

National President: Mamie Mallory, AOZ-10, (202) 220-3317
Regional President: Nadine Torregano, FWAFFS, (817) 740-3140
Aeronautical Center Chapter President: Cynthia Work, AMA-514,
(405) 954-0701

**National Coalition of Federal Aviation Employees With Disabilities
(NCFAED)**

National President: Judy Ryckman, AGLSUPSMO-PO, (734) 487-7320
Aeronautical Center Chapter Director: Alan Jones, AFS-420,
(405) 954-5844

**National Hispanic Coalition of Federal Aviation Employees
(NHCFAE)**

National President: Adolfo (Jr.) Zavala, (253) 351-3507
Aeronautical Center Chapter Director: Donald Espinosa,
(405) 954-4600

**National Native American/Alaska Native Coalition of Federal
Aviation Employees (NAAN)**

National President: Boyd Archer, AEAIADATCT, (202) 267-8296
Aeronautical Center Representative: Ron Hayes, AMC-700,
(405) 954-7718

Professional Women Controllers (PWC)

National President: Deborah Yarbrough, ATT-130, (817) 230-2814
Aeronautical Center Contact: Esther Lloyd, AMA-514, (405) 954-6979

Technical Women's Organization (TWO)

National President: Cathy Hedglen, ZAB/AFS, (505) 856-4310
Aeronautical Center Contact: Judy Holcomb, AMA-400, (405) 954-6940

Mike Monroney Aeronautical Center Employee Groups

This information is current as of 12-10-01.

<u>Organization</u>	<u>Contact Person</u>	<u>Office</u>	<u>Extension</u>
Aeronautical Center Human Relations Committee (HRC)	Robert Pierce	AMA-470	4-1351
Amateur Radio Club	Paul Solheim	AML-7010	4-1226
Employees Association (EA)	Jim Willingham	AMP-210	4-8741
FAA Golf Club	Mike McKenzie	AMA-410	4-3631
Federal Aviation Christian Fellowship	Amos Wamble	AML-5000	4-5235
Federally Employed Women (FEW)	Brenda Hagar	AVN-333	4-4514
Flyers and Floaters Toastmaster Club	Mike Longstreath	AFS-754	4-7980
MMAC Veterans Association	Scott Musselman	AML-1030	4-5470
Mutual Aid Pledge System (MAPS)	Debbie Teacher or Dale Mavis	AMZ-1 AMA-450	4-4333 4-3208

For more information on the Employee Groups at the Mike Monroney Aeronautical Center, you may contact the Office of Human Resource Management at 4-3501.

Employment and Compensation

FAA Personnel Management System (PMS)	<p>In section 347 of the 1996 DOT Appropriations Act, Congress directed the FAA to develop and implement a new personnel management system that addresses the unique demands on the agency's workforce. On March 28, 1996, FAA's Administrator signed the FAA PMS, which forms the basis for the current personnel management system. This in turn converted the FAA from the competitive service to an excepted service agency.</p>
Merit Principles	<p>The FAA Personnel Management System (PMS) is consistent with the following merit principles.</p> <ul style="list-style-type: none">➔ Recruitment of qualified individuals from a variety of sources to achieve a diverse workforce.➔ Selection and advancement on the basis of ability, knowledge, and skills, after fair and open competition.➔ Fair and equitable treatment of all employees and applicants without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, or handicapping condition.➔ Equal pay for work of equal value.➔ Expectations that employees will maintain high standards of integrity, conduct, and concern for the public interest.➔ Support for training and education to improve organizational and individual performance.➔ Employee protections against arbitrary action, personal favoritism, and coercion for partisan political purposes.➔ Employee protections against reprisal for disclosure of information about a violation of law, mismanagement, gross waste of funds, or abuse of authority. <p>For detailed information on merit principles, refer to FAA PMS paragraph VII.</p>
Excepted Service/Agency	<p>The excepted service can be defined as employment in a Federal position or with an agency that is outside the Federal competitive service. For this definition to be meaningful, one should understand the larger segment of Federal employment, i.e., the competitive service.</p> <p>Briefly, the competitive civil service refers to Federal employment that utilizes the Office of Personnel Management's (OPM) competitive hiring process. Such employment confers civil service competitive status. An employee with such status can move freely from one government job to another without going through OPM's competitive hiring process again.</p> <p>The excepted service, then, is comprised of positions and agencies that are excluded from OPM's competitive hiring examinations. Agencies</p>

have authority to establish their own hiring procedures to fill excepted service vacancies.

Perhaps the major difference between competitive and excepted positions is that employment in the excepted service does not convey competitive service status. As stated earlier, status allows an employee to move freely from one government job to another (and from one agency to another) without going through the OPM hiring process again.

An employee in the excepted service often doesn't have this mobility. However, some excepted agencies have an interchange agreement with OPM amounting to nearly the same thing. (Read more on the interchange agreement below) Under such an agreement, a person working in the excepted service can convert, on a non-competitive basis, to the competitive service.

OPM can authorize interchange from the excepted system to the competitive civil service when the excepted agency has a merit system similar to the competitive system. In other words, an employee in the excepted service may, in some cases, move to a position in the competitive civil service without competitive examination, but only if the merit system of the first agency has equivalent competitive hiring procedures. Such is the case with the General Accounting Office, the Agency for International Development, the Nuclear Regulatory Commission, the Tennessee Valley Authority, the State Department, and the Department of Veterans Affairs' Health Research /Services Administration and the FAA.

In addition, if a competitive service employee with career-conditional status moves to an excepted position, his or her status is not lost. This means he or she has reinstatement eligibility and can move back into the competitive service and receive full credit for all service, as long as the move occurs without a break in Federal employment. If there is a break, the career-conditional employee still receives service credit for pay and benefits, but loses credit for previous service in computing tenure within the competitive service.

Interchange Agreement

After April 11, 1996, when the FAA became an excepted service agency the Office of Personnel Management (OPM) signed an interchange agreement with the FAA. This allows employees to move between Federal agencies under the following conditions:

- ➔ FAA employees must be serving on continuing positions under permanent excepted appointments.
- ➔ FAA employees must have served on their positions for one year.
- ➔ Other agency employees must be serving under career or career-conditional appointments.
- ➔ Other agency employees must have completed their initial probationary periods.

- ➔ All employees must meet OPM qualification standards and specialized agency requirements, if applicable, for the position to which they are appointed.
- ➔ FAA employees transferring to competitive service agencies will be granted career or career-conditional appointments, depending on their length of service.
- ➔ Other agency employees transferring to the FAA will be given excepted service appointments.

For additional information refer to HRPMP EMP-1.3.

New Hire Probationary Period

As a new permanent hire with the FAA, you are required to serve a one-year probationary period, unless you have previously successfully completed a probationary period or trial period in the competitive or excepted service.

Temporary employment time does not count toward the completion of probationary period, if you were converted from a temporary appointment to a permanent appointment.

You may be separated at any time during your probationary period if it appears that your retention as an employee would not be in the best interest of the FAA. Your supervisor will make a specific recommendation no later than 10 months after your appointment as to whether you should be retained or removed. The recommendation will be based upon your conduct and work performance up to that time.

For more information on your new hire probationary period, contact AMH or refer to the Human Resource Policy Manual, Employment 1.4.

Supervisory/Managerial Probationary Period

The first time you are appointed to a supervisory or managerial position, you are required to serve a supervisory or managerial probationary period. Separate probationary periods are required for supervisory and managerial positions. Temporary assignments or promotions to supervisory or managerial positions are not creditable toward completion of the probationary periods.

If you are appointed to a supervisory or managerial position as a new hire, you serve the new hire and supervisory or managerial probationary period concurrently. The new hire probationary period takes precedence in the event you fail to successfully complete the concurrent probationary periods.

For additional information on managerial/supervisory probationary periods, contact AMH or refer to the Human Resource Policy Manual, Employment 1-5.

Dual Employment

Except under certain limited circumstances, you may not accept two positions with the Federal Government. Neither may you, as a rule, receive two different compensations from the United States. Before accepting any dual employment or dual compensation, you should be sure that it is not prohibited.

Outside Employment, Activities, and Interests	<p>Public employment, like a public office, is a public trust. No public employee can engage lawfully in business activities that are incompatible with the duties of his office. You cannot, in either a private or an official character, enter into engagements in which you have or may have a conflicting personal interest. You cannot allow your public duties to be neglected because of attention to your private affairs.</p> <p>For more information, please contact your customer service representative in AMH or the Aeronautical Center Counsel (AMC-7).</p>
Employment of Relatives	<p>FAA's policy on nepotism, as well as relevant definitions, is contained in the FAA PMS (Chapter I, Section 2). This policy prohibits a FAA official from appointing, employing, promoting, or advancing any relative or advocating such action. In addition to these prohibitions, it is the policy of the FAA that close relatives may not be assigned to any position in which one relative may directly or indirectly supervise, control, or influence the work or the employment status of the other relative or the affairs of the organization unit in which the other relative is employed. This policy covers all positions to include temporary, part-time, summer employment, etc.</p>
Where are my Personnel Records kept?	<p>All vital information concerning your employment with the FAA is maintained in your Official Personnel Folder (OPF) which is housed in the Office of Human Resource Management, Personnel Operations Division (AMH-200), in the Headquarters Building, room 104. If you wish to review your OPF you must present your FAA identification badge and sign the OPF Review Log, that is provided by the staff. You may review your OPF only in the supervised area provided. At your request, a member of the HR staff, in AMH-200, will make copies of any documents in the OPF for you. However, you are not allowed to remove any documents from your OPF.</p> <p>You may submit copies of official transcripts to update your educational history. Please do not submit copies of training certificates; they are not maintained as part of your OPF. Medical information is not maintained in your OPF; any medical documents associated with your employment are kept at the Civil Aerospace Medical Institute.</p> <p>For more detailed information about the OPF policy, contact your supervisor or AMH-200.</p>
Employee Locator Card	<p>After entering on duty, you must complete an AC Form 1770-40, Locator Card in order to keep your office advised of your local address, phone number, and emergency contact. The Locator Card should be forwarded to the division office within 10 working days after reporting for duty. When any of these items change, complete a new AC Form 1770-40 and submit it to your office. This will assist your co-workers in locating your family in case of a personal emergency.</p>
Employment Verification and your Personal PIN Number	<p>The Department of Transportation uses "The Work Number for Everyone" (TWNFE), an automated service that verifiers can access 17 hours a day, 7 days a week. When you apply for an apartment lease, car loan, mortgage, or other type of credit, your lender will contact TWNFE to verify that you work for the Department of Transportation.</p>

When you contact TWNFE you must provide your verifier/lender with DOT's company code, your social security number, and a six-digit authorization code. Also, you must provide your personal identification number (PIN) when you call; your PIN is your service computation date (SCD). Do not give your pin to a verifier/lender and do not give the employee brochure to a verifier/lender. You may obtain a copy of the employee brochure from the Human Resource Information self-help area in the HQ Building, room 101. For additional information on obtaining an authorization code and for a demonstration of the system, visit www.theworknumber.com.

FAA Core Compensation Plan

The FAA Compensation System is composed of several integrated compensation plans covering different employee groups. These include the Executive Compensation Plan, negotiated plans, and Core Compensation. The objectives of all of these FAA Compensation Plans are to recognize value, increase productivity, and develop intellectual capital. The Compensation Framework (the set of values and objectives the FAA embraces in all compensation plans) links the plans in spirit.

FAA values efficiency, productivity, quality, ability to attract and retain critical skills, and fair pay for the value of work performed.

The Core Compensation Plan covers all FAA employees not covered by another approved compensation plan. A team of employees from across the agency developed the plan, led by the Office of Human Resource Management (AHR). The plan introduces many changes and new flexibilities.

- ➔ Thirteen pay bands replace the usual 15-grade pay schedule. Positions are assigned to pay bands based on the market value of the position. The pay bands are broader than the previous GS/FG grades, and do not have any steps.
- ➔ Position requirements and descriptions have been replaced by Category Level Definitions that reflect the way we do business and describe the necessary knowledge, skills, abilities, and other characteristics the employee needs in order to be successful.
- ➔ Automatic pay entitlements have been eliminated. The funds previously spent on General Increases, Within Grade Increases, and Quality Step Increases are now allocated to performance-based increases.
- ➔ Two forms of performance-based salary increases may be provided annually. Employees may be awarded an Organizational Success Increase (OSI) based on the organization's overall success. Employees also have the opportunity to earn Superior Contribution Increases (SCI) based on their annual job performance. The annual rating cycle runs from October 1 through September 30. Employees hired after July 3 will not be eligible to receive a performance award for that rating period.

- ➔ In addition to base pay increases, employees may receive awards in recognition of accomplishments above and beyond job expectations.
- ➔ Managers have new flexibilities to set employee pay. New management tools will help guide the decision-making process and ensure policies are applied in a common spirit.

For additional information on core compensation visit
<http://www.faa.gov/corecomp>.

Employee Rights and Responsibilities

Employee Rights and Responsibilities

As an employee of the Federal Government, you are expected not only to be efficient but also to conduct yourself in a manner that will reflect favorably upon your employer. Although the government does not want to dictate your private life, it does expect you to be honest, reliable, trustworthy, and of good character and reputation. You are expected to be loyal to the Federal Government and to the FAA.

The following sections outline some of the general work rules governing employment at the FAA Mike Monroney Aeronautical Center. For more information on work rules consult the Policy and Systems Division, AMH-100, or visit the Office of Human Resource Management web-site at <http://www.mmac.jccbi.gov/amh> to review the Human Resource Policy Manual (HRPM), Standards of Conduct 4.1.

Employee Responsibilities

You are responsible for conducting yourself in a manner which will ensure that your activities do not reflect discredit on the Federal Government and the FAA. You must observe the following basic on-the-job rules:

- a. Report for work, on time, and in a condition that will permit the performance of assigned duties.
- b. Render full and industrious service in the performance of assigned duties.
- c. Respond promptly to and fully comply with directions and instructions received from your supervisor or other appropriate management officials.
- d. Exercise courtesy and tact at all times in dealing with fellow workers, supervisors, contract personnel, and the public. Support and assist in creating a productive and hospitable model work environment.
- e. Maintain a clean and neat personal appearance during working hours.
- f. Safeguard and handle appropriately all classified and unclassified information.
- g. Conserve, protect, and assure appropriate use of Federal funds, time, property, equipment, materials, information, and personnel.
- h. Observe and abide by all laws, rules, regulations, and other authoritative policies and guidance, written and unwritten.
- i. Report known or suspected violations of law, regulations, or policy through appropriate channels and fully participate in inquiries.
- j. Uphold with integrity the public trust involved in the position to which assigned.

Supervisors' Responsibilities	<p>This section outlines some of the responsibilities assigned to managers, supervisors, agency management officials, and team leaders officially designated "Supervisory," who are responsible for applying the FAA's conduct and discipline program to employees under their supervision. In this capacity, they must:</p> <ul style="list-style-type: none"> a. Encourage employees to review the Standards of Conduct addressed in the Human Resources Policy Manual. Also, supervisors must ensure that employees have reviewed, at least once, the Standards of Ethical Conduct for Executive Branch Employees, 5 CFR Part 2635, transmitted by FAA Order 3750.7, Ethical Conduct and Financial Disclosure. In addition, supervisors shall ensure that those employees required to complete a financial disclosure are reminded of their obligation to do so and reminded of the need to attend the mandatory annual training. b. Provide positive leadership and serve as a role model for their subordinates by demonstrating a commitment and sense of responsibility to their job and loyalty to the organization. c. Treat their employees with dignity, respect, and in a fair and equitable manner as described in the Model Work Environment Plan. In addition, supervisors and managers will communicate to their staff that they will not tolerate or condone discrimination, or the appearance of discrimination, on the part of any employee. d. Promptly notify their servicing security organization and/or their servicing Human Resources Management Division of known or suspected criminal activity on the part of employees; and in accordance with FAA Order 1600.1, Personnel Security Program. Report any information that would raise doubts about an employee's continued eligibility for access to classified information. e. Embrace, fully support, and comply with all DOT and FAA regulations, policies, and programs. Take necessary corrective action when employees under their supervision commit offenses in violation of policies or programs.
Accepting Gifts	<p>FAA Order 3730.7, Ethical Conduct and Financial Disclosure, prohibits employees from accepting any gifts, favors, gratuities, or any other thing of monetary value, including free transportation, from any person or company that is subject to FAA regulations, that has or is seeking to have contractual relations with FAA, or that has interests which might be affected by the performance or non-performance of the duties of the particular employee. However, the Order does outline exceptions where it would be permissible for employees to receive gifts. If you have questions in regards to the accepting of gifts, please consult the Aeronautical Center Counsel (AMC-7).</p>
Alcohol and Drugs	<p>The FAA is concerned with the decision of any employee to inappropriately or illicitly use illegal and legal substances. Illegal substances include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine. Legal substances include alcohol, prescription, and over-the-counter medications. These substances can</p>

affect the employee's work performance and/or conduct and have an adverse impact on the employee's credibility.

As an employer with responsibility for aviation safety, the FAA is especially concerned when an employee's actions could affect the safety of the flying public. The confidence of the flying public depends upon absolute trust in the integrity of the air transportation system. Employees occupying Testing Designated Positions (TDP) who inappropriately or illicitly use substances, on or off the job, place their jobs in jeopardy. This includes arrests for drug and alcohol related crimes for which a term of imprisonment could be imposed. The FAA will not allow any employee known to inappropriately or illicitly use substances to perform any safety or security-sensitive duties until the FAA has determined that such an employee is no longer a risk to public safety or national security. DOT Order 3910.1, Drug and Alcohol-Free Departmental Workplace, provides further information on the drug and alcohol program and specifically identifies those FAA positions designated as TDP's.

Canvassing, Soliciting, or Selling	You may not engage in private activities for personal gain or any other unauthorized purpose while on government owned or leased property, nor may government time or equipment be utilized. You may not solicit contributions for any national or local campaign except those authorized by the FAA (i.e., Combined Federal Campaign).
Defamatory or Irresponsible Statement	While FAA encourages freedom of expression, you are accountable for the statements you make and the views you express. You shall not make irresponsible, false, disparaging, disrespectful, or defamatory statements, which attack the integrity of other individuals or organizations, or disrupt the orderly conduct of official business, nor may you make statements urging or encouraging other employees to act or speak irresponsibly or to commit unlawful acts.
Employee Performance	
Performance Plan	<p>Your supervisor is responsible for providing information to you about your performance plan, which consists of Critical Outcomes and Expectations.</p> <p>A Critical Outcome defines major duties and responsibilities while the Expectations describe how you must perform that Outcome to be considered successful.</p>
Self-Appraisals	Self-appraisals allow you the opportunity to provide your supervisor with specific input relating to your accomplishments during that rating period. This is accomplished by utilizing the self-appraisal form. The form may also be used to identify goals, training, and self-development needs to enhance your performance. Please check with your supervisor to see if this form is utilized in your organization.
Performance Appraisal Cycle	<p>You will be rated annually on a cycle that runs from October 1 through September 30.</p> <p>Typically, performance plans are put in place within 30 days from the</p>

beginning of the rating period or your entrance on duty. Generally, around the mid-point of the rating cycle, your supervisor will conduct a formal semi-annual review. A final rating of record will be developed generally within 90 days after the end of the rating cycle. You must serve under a performance plan for a minimum period of 90 days to be eligible for a performance appraisal.

You will be rated under a two-tier rating system. You may receive either a rating of "Meets Expectations" or "Does Not Meet Expectations."

NOTE: The FAA is in the process of implementing a new performance management system. This system was effective on October 1, 2001, for non-bargaining unit employees (i.e., those employees not covered by a union) in the AVR, ARC, and AHR lines of business. Employees in other lines of business, as well as bargaining unit employees, can expect to be under the new system at some point in the future. Until such time, the performance system noted above will remain in effect.

For employees under the new system, the key differences are outlined below:

1. There is no rating per se; rather employees are provided a narrative performance rating at the end of the rating cycle.
2. Individual development plans (IDP's) can be part of the performance plan.
3. Employees can provide a self-assessment twice a year.
4. Employees provide anonymous input on their supervisor's adherence to performance management responsibilities.
5. Performance rating must be completed no later than 30 days after completion of rating cycle rather than 90 days.
6. Rating periods may not necessarily run from Oct. 1 to Sep. 30; each LOB/staff office may establish their own rating cycle.

Recognition of Performance	<p>Employees may be recognized for superior performance or special work related efforts. Supervisors may grant a lump sum monetary or a time off award.</p> <p>Core Compensation employees may be eligible for a Superior Contribution Increase (SCI) based on their contributions to the organization.</p> <p>Employees not under the Core Compensation Plan are currently receiving annual step increases and are also eligible for a quality step increase. Special recognition can be granted at any time during the year for both core and non-core employees.</p> <p>For more information on the FAA's Performance Management System,</p>
-----------------------------------	---

check with your supervisor, or contact the Policy and Systems Division (AMH-100), or visit the web site at <http://www.mmac.jccbi.gov/amh>.

Financial Obligation	As a Federal employee, you are expected to discharge your just financial obligations, especially those such as Federal, state, or local taxes. You are also expected to honor all other valid debts, including personal commercial debts, government contractor-issued credit card debts, claims based on court judgments, Federally insured student loans and tax delinquencies, and to make and adhere to arrangements for settlement of debts.
Gambling	Although many of us possess a competitive nature, you may not organize or participate in office betting pools. Involvement in betting, gambling, or promotion of gambling at the work site is prohibited.
Internet and Computer Use	<p>In accordance with the FAA Internet Use Policy, 1370.79A, dated October 2, 1999, and the Human Resource Policy Manual, Standards of Conduct 4.1, all Internet and electronic media access accomplished by FAA users shall be consistent with assigned duties and responsibilities or consistent with the official business interest of the FAA.</p> <p>Incidental, non-government purpose, use of the Internet is permissible as long as such use does not interfere with official business and involves minimal additional expense to the government. Such incidental use must not violate any Federal or FAA rules, regulations, or policies. All employees are subject to unannounced periodic monitoring to assure that the employee is not engaging in any activity that would discredit the FAA.</p> <p>Non-permissible use would include, but is not limited to seeking, transmitting, collecting, or storing defamatory, discriminatory, material of a sexual nature or harassing material; propagating chain letters or broadcasting inappropriate or unsolicited messages; concealing or misrepresenting user identity or affiliation; using FAA resources for commercial purposes, financial gain, or in support of outside individuals or entities; engaging in unauthorized fundraising, lobbying or political activities; etc.</p> <p>For more information on the FAA's Internet Use Policy, employees may contact the Policy and Systems Division (AMH-100), or visit their web site at http://www.mmac.jccbi.gov/amh.</p>
Labor Management Relations	
Union Memberships	<p>Under the Civil Service Reform Act of 1978, you have the right, freely and without fear of penalty or reprisal to form, join, or assist a union or not to do so, and you will be protected in exercising this right.</p> <p>However, your right to hold an office in a union, to act as a union representative, or to participate in its management may be affected by the job you hold. An employee cannot represent management in dealing with a union while at the same time representing that union. By law, employees who are supervisors or management officials, or who are engaged in personnel work other than clerical duties, cannot hold</p>

office in a union, serve as its representative, or participate in its management.

If you're a member of a bargaining unit and elect to join a union, you may voluntarily have your union dues deducted from your paychecks in accordance with the applicable labor contract. Your local union representative can provide you with further information concerning dues deductions.

If the position to which you are assigned is included in a certified bargaining unit, an agreement between the union and management will normally have been negotiated to cover many aspects of personnel policies and practices. In accordance with your applicable labor contract, you should be provided a copy of this agreement, either through your manager or bargaining unit representative, and become familiar with its provisions.

Most agreements with labor unions allow private orientation meetings with new employees to explain the role and responsibilities of the union. Your supervisor or manager can provide you with your specific point of contact to schedule your orientation.

Labor Unions:

AFGE	-American Federation of Government Employees
AFSCME	-American Federation of State, County, and Municipal Employees
LIUNA	-Laborer's International Union of North America
NAGE	-National Association of Government Employees
NATCA	-National Air Traffic Controllers Association
PAACE	-Professional Association of Aeronautical Center Employees
PASS	-Professional Airways Systems Specialists

Striking	You may not engage in or encourage another Federal employee to engage in a strike, work stoppage, work slowdown, or sick-out involving the Federal Government.
Political Activity	<p>It is your right to vote as you choose and to express your opinions on all political subjects and candidates as specifically authorized in the Hatch Act (5 USC 7321). However, you are responsible for acquainting yourself with restrictions on partisan political activity and for not engaging in prohibited actions.</p> <p>The Hatch Act Reform Amendments of 1993 permit most Federal employees to take an active part in partisan political management and partisan political campaigns. While Federal employees are still prohibited from seeking public office in partisan elections, most employees are free to work, while off duty, on the partisan campaigns of the candidates of their choice. You may obtain answers to specific questions regarding political activity by calling the Office of Special Counsel (OSC) at 1-800-854-2824.</p>
Privacy Act	This act limits the kinds of personal information that may be collected by Federal agencies and establishes rules on how the information may be used or disclosed. Basically, the Act is concerned with systems of records maintained by agencies which contain personal information about individuals, and from which information is retrieved by name or

other unique identifiers. Among other things, you are permitted to learn of, gain access to, and contest the accuracy of information on you in agency files. Strict rules are established on the disclosure of information, and you have the right to see files or almost any other information or records which pertain to you as an individual.

Procurement Integrity Act	<p>FAA employees are subject to the Procurement Integrity Act which is a law that regulates the conduct of Federal employees who are involved in acquisitions.</p> <p>This act prohibits the release of source selection and contractor bid or proposal information. Also, a former employee who served in certain positions on a procurement action or contract in excess of \$10 million is barred for one year from receiving compensation as an employee or consultant from that contractor. For more detailed information, visit http://fast.faa.gov/procurement_guide/html/3-1-8DS.htm.</p>
Relationships with the Public	<p>You represent the FAA and your office in your contacts with the public, the business community, the Congress, and other government employees, whether by telephone, by letter, or in person. In all of these contacts, you are expected to be courteous and helpful and to reflect credit upon yourself and your employer. You should avoid any statements or actions that might adversely affect the confidence of the public in the agency and the government and take care to ensure that all public statements concerning FAA policies and programs are factual and accurate. This does not mean that you cannot bring to the attention of management anything you feel should be corrected. See also page 10 "Media Inquiries/Public Relations."</p>
Reporting Violations	<p>As outlined under "Employee Responsibilities," it is your duty to report any known or suspected violation of law, regulation, or policy to your immediate supervisor. Failure to report a violation may result in discipline. In rare instances, when reporting a violation of sexual harassment or misconduct of a sexual nature through the supervisory chain is not feasible, you may notify the Administrator's Hotline (1-800-255-1111), Civil Aviation Security Division, (AMC-700), or the Aeronautical Center's Accountability Board point of contact in AMH-100 at (405) 954-3501.</p>
Safeguarding Public Funds	<p>If your duties involve the expenditure of public funds, you must have knowledge of and observe all applicable legal requirements and restrictions. In addition, you are expected to be prudent and exercise sound judgment in the expenditure of such funds.</p>
Smoking Policy	<p>There is a NO SMOKING rule in all buildings. Smoking is only permitted in designated areas.</p>
Training and Career Development	<p>Learning opportunities for employees to improve and/or expand their skills are identified in consultation with supervisors. FAA personnel may receive training from a number of sources. The FAA's corporate providers of training are the Center for Management Development (CMD) and the FAA Academy. While CMD's central efforts focus on training the management workforce, they also provide courses appropriate for non-supervisory employees. Its library also provides an excellent source for self-paced learning (http://cmd.faa.gov/). The Academy, in addition to technical courses they conduct in support of</p>

the National Air Space, manages a wide variety of correspondence, computer-based and web-based courses. Information on these Academy courses can be reached under the "Distance Learning" link at <http://www.academy.jccbi.gov>.

Locally, the Aeronautical Center's Office of Human Resource Management, Policy and System Division (AMH-100), arranges and conducts training on a limited basis. Some of the locally developed courses include Prevention of Violence in the Workplace, Effective Staff Studies, and Disability Awareness. Aeronautical Center organizations have internal training officials/coordinators that interface with the AMH-100 office. They too are a source of information. One of the primary functions of AMH-100 is to identify learning strategies and training resources for Aeronautical Center-wide needs.

Supervisors and employees should work together to identify learning and development needs and opportunities. Learning goals should be based on general and organizational competencies that are essential for a specific occupation. The best place to begin this discussion is by working on an Individual Development Plan (IDP).

College Credit from the American Council on Education

You may be able to receive college credit for non-collegiate courses you have completed. The American Council on Education (ACE) Program, a non-collegiate special institute, has evaluated numerous training courses to determine if college credit can be granted.

For additional information, visit the AMH homepage at www.mmac.jccbi.gov/amh, click on >HR Information>Training.

E-learning

Perhaps it has been a while since you last thought about updating your skills. The FAA offers employees a chance to grow and learn through SmartForce E-learning. Courses can be taken on-line or downloaded for access from your home or your laptop. E-learning offers the information and expertise needed to stay abreast of automation technology and business skills.

What courses are available?

- *(for a more detailed listing go to: www.academy.jccbi.gov)*
- Information Technology (programming, web applications, Cisco, Oracle)
- Office Automation (Microsoft Office, Publisher, Outlook)
- Business Skills (budgeting, marketing, finance)

Who is eligible?

- All FAA Government employees with access to the Intranet.

What special equipment is needed?

- At a minimum you will need a personal computer—486 w/16 MB RAM, Internet access with Netscape/Explorer 4.0+, and CBT Player (downloaded).

How do I get help?

- The FAA Academy Computer-Based Instruction help line is available from 6:00 a.m. to 5:30 p.m. CST. Call 405 954-4568.

Individual Development Plan	<p>An Individual Development Plan (IDP), is a “road map” to help you improve your current job performance and satisfaction; it may also help outline a career path. The primary purpose of an IDP is to help you set reasonable goals, assess individual strengths, and identify opportunities for personal and professional improvement and growth.</p> <p>For information on putting together an Individual Development Plan, you may consult your first level supervisor or visit the Office of Human Resource Management's web site at www.mmac.jccbi.gov/amh/idp.htm for more information.</p>
Use of Federal Equipment, Property, and Personnel	<p>You may not use or permit others to use Federal equipment, property, time, or personnel, including but not limited to stenographic and typing assistance, computer hardware, software, telecommunication capabilities, duplicating services, mail services (internal and external), or chauffeur services, for other than official business or officially approved or sponsored activities.</p>

Leave

Leave Use

Approved absence from work is referred to as "leave." You should always check with your supervisor first on all leave issues. As a paid Federal employee you earn annual and sick leave each pay period. If you need further information on leave such as time off for voting, authorized absence without charge to leave, and leave without pay, etc., please contact the Policy and Systems Division (AMH-100), or refer to the Absence and Leave Order 3600.4 at the FAA Policy and Guidance web site, <http://interweb.faa.gov/ahr>. Listed below are the most common types of leave requested.

Annual Leave: As a full-time employee you accrue annual leave each pay period as follows:

- ➔ 4 hours per pay period with less than 3 years of service.
- ➔ 6 hours per pay period with 3 years or more of service, but less than 15 years of service. Accrual for the last full bi-weekly pay period in the calendar year is 10 hours.
- ➔ 8 hours per pay period for employees with 15 or more years of service.

Except in an emergency, you must have your supervisor's approval before you take annual leave. Check with your supervisor or the timekeeper in your office for specific procedures for requesting annual leave.

For most employees the maximum amount of annual leave that can be carried forward to the next leave year is 240 hours. Annual leave accumulated in excess of the 240 hours maximum will be forfeited at the beginning of the next leave year. In certain situations annual leave can be restored. Please contact AMH-100 for more information on restored annual leave.

Sick Leave: Full time employees earn sick leave at the rate of 4 hours for each full bi-weekly pay period (13 days per year).

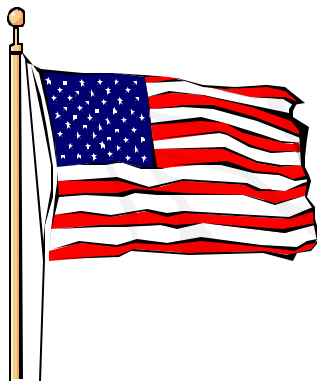
Check with your supervisor on the proper procedure for requesting sick leave.

There is no limitation on the amount of sick leave that employees may accumulate. Unused sick leave remains to an employee's credit and is available for use in succeeding years.

Jury Duty/Court Leave

If you are ordered to serve as a juror, you are granted leave for the entire period required. This leave is recorded as "court leave." Court leave extends from the date you are to report, as indicated by the summons until the time discharged, regardless of the number of hours per day or days per week. When you are discharged or excused for one day or a substantial portion of a day (e.g., one-half day) you must return for duty in your position if your place of employment is located in the same local commuting area as the court.

Military Leave



Military leave for training is an approved absence from official duty, without charge to annual leave or loss of pay, which is authorized for eligible employees who are members of the National Guard or Reserve components of the Armed Forces.

An eligible full-time employee accrues 15 days of military leave each fiscal year. Military leave (not to exceed 15 days) which is unused at the end of the fiscal year is carried forward to the next fiscal year to use in addition to the days that are credited at the beginning of that fiscal year. This gives a full-time employee the potential of 30 days of military leave during a fiscal year.

Check with your supervisor or customer service representative in AMH-100 for more information on military leave.

Family and Medical Leave Act (FMLA)

Covered Federal employees are entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for:

- ➔ Birth of a son or daughter and care of the newborn,
- ➔ Placement of a son or daughter with the employee for adoption or foster care,
- ➔ Care of a spouse, son, daughter, or parent with a serious health condition, and
- ➔ Serious health condition of the employee that makes the employee unable to perform the duties of his or her position.

Federal Employees' Family Friendly Leave Act (FEFFLA)

Full-time employees may use 40 hours (5 days) per leave year of accrued sick leave for general family care or bereavement purposes. (A leave year consists of 26 pay periods. Each pay period is two weeks in length.) An additional 64 hours (8 days) may be used if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. In addition employees may use up to 12 weeks (provided they maintain a balance of 80 hours) of sick leave to care for a family member who has a serious health condition.

Voluntary Leave Transfer Program (VLTP)

The purpose of the voluntary leave transfer program is to allow FAA employees to voluntarily donate annual or sick leave to co-workers who are experiencing a personal or family medical emergency and do not have paid leave of their own available.

If you are covered by a negotiated agreement, check with your local union representative to see if you are covered under this provision.

How to apply for the VLTP: To apply to receive donated leave, you must fill out and submit to your supervisor a leave recipient application form (OF-630) with a physician's or other appropriate expert's written certification of the medical emergency. A medical emergency is defined as a medical condition that is likely to:

- ➔ Require an employee to be absent from duty for a prolonged period of time, and
- ➔ Result in a substantial loss of income (i.e., 24 or more hours of Leave Without Pay).

For more detailed information on the Family and Medical Leave Act,

Federal Employees' Family Friendly Leave Act, and the Voluntary Leave Transfer Program, check with your supervisor or contact AMH-100 or visit the AMH homepage at www.mmac.jccbi.gov/amh.

Federal Holidays

Full-time FAA employees receive 10 holidays each year. You receive an "in lieu of," or alternate day off if the holiday falls on your scheduled day off. Please see appendix A for dates of holidays and pay periods.

Some holidays are celebrated on a specific date each year; these include New Year's Day (Jan 1), Independence Day (July 4), Veterans Day (Nov 11), Thanksgiving Day (4th Thursday in Nov) and Christmas Day (Dec 25). The other holidays are celebrated on a designated Monday.

Alternative Work Schedules (AWS)

The Department of Transportation delegated to the FAA the authority to approve and use flexible and compressed work schedules; although not all organizations offer all of the options listed below.

You may choose from the following AWS schedules upon the approval of your supervisor; however, supervisors may also alter or withdraw the option to use AWS in your organization because of mission requirements, or from an individual employee due to employee abuse. Visit the AMH homepage for the complete AWS handbook, www.mmac.jccbi.gov/amh.

Core Hours: Core hours are the fixed part of the workday included in everyone's tour of duty. The core hours are 9:30 a.m. to 11:00 a.m. and 1:00 p.m. to 2:30 p.m.

Flexitour: Set arrival time each day

- 8-hour day, 40-hour week, 80-hour pay period
- 5-day workweek

Gliding Schedule: Arrival time can vary each day

- 8-hour day, 40-hour week, 80-hour pay period
- 5-day workweek

Variable Day Schedule: Arrival time can vary each day

- Length of workday can vary
- 40-hour workweek, 80-hour pay period

Four-Day Workweek (4/10 Plan): Set arrival time each day

- Four 10-hour days in a workweek

Variable Week Schedule: Arrival time can vary each day

- Length of workday can vary
- 80-hour pay period
- 5-day workweek

Compressed Schedule (5-4/9 Plan): Set arrival time each day

- Eight 9-hour days, one 8-hour day, and one day off during the pay period

Maxiflex: Arrival time can vary each day

- Length of workday and workweek can vary
- Can work fewer than 5 days per workweek

**Unauthorized Absence
and Tardiness**

You are expected to schedule and use earned leave in accordance with established procedures and in cooperation with co-workers and supervisors. You must obtain prior supervisory approval of all absences from duty including leave without pay (LWOP). You are required to contact your supervisor, normally within one hour of your scheduled start time, to request and explain the need for unscheduled leave. Excessive, unplanned absences may negatively reflect on your dependability and reliability and adversely affect the mission of the FAA. In accordance with the guidelines outlined in FAA Order 3600.4, Absence and Leave, an absence that is not approved will be charged to Absent without leave (AWOL).

Tardiness includes delay in reporting to work at your scheduled starting time, returning late from lunch or scheduled break periods and overdue return to your work site after leaving the work station on official business. Unexplained and unauthorized tardiness will be charged to AWOL, which can be recorded in one-minute increments.

Employee Benefits

Employee Assistance Program

The Employee Assistance Program (EAP) contract provides services to you and anyone that lives with you, including unmarried children away from home attending school. You do not have to accompany your family if they receive services from the EAP. The services, within the scope of the contract, are free for both you and your family. The EAP contractor can be seen up to four times for any particular problem before being referred to someone in the community for follow-up.

These are the areas the EAP contractor typically handles.

- Family conflict such as discipline problems with children
- Dealing with an aging parent
- Marital conflicts
- Interpersonal difficulties, job related or not
- Mental health such as stress related problems or just general living problems
- Substance abuse (alcohol or drug) by either employee or a family member
- Legal difficulties and referral to the appropriate competent legal authority
- Financial counseling
- Work related problems

We have both on-site and off-site counselors. The on-site counselor may be reached Monday through Thursday, 9:00 a.m. - 3:00 p.m. at 954-8017 to arrange an appointment. We also have off-site counselors who have hours that are after duty hours; appointments can also be arranged with them by calling 1-800-234-1EAP. This is a 24-hour number that can be accessed from any part of the United States, even while on temporary duty assignment.

The services are completely confidential. This is true except in the case of substance abuse on the part of an employee who is on a safety-related position. If the case concerns a family member, or does not include substance abuse, it remains confidential even in the case of a safety-related individual.

For more information on the Employee Assistance Program, contact your supervisor or customer service representative in AMH-100 or visit the EAP web site at <http://www.magellanassist.com>.

Employee Express

As an employee, you have access to use Employee Express (EE) anytime, 24/7; to have certain personnel and payroll transactions processed electronically. You will need your social security number and an EE Personal Identification Number (PIN) to get started. New employees will receive a PIN from the Office of Personnel Management (OPM) about three weeks after reporting to work. You can change your PIN to one easier to remember or replace a lost or forgotten PIN by calling the Employee Express Help Desk at (478) 757-3030.

Here is a list of several transactions that can be processed; the timeframe in parentheses () indicates when that type of transaction can be made:

- ➔ Federal Employees Health Benefits (FEHB)
 - ➔ Open season changes (open season)
 - ➔ Health benefits enrollment cancellation (all year)
 - ➔ Changes to “self only” coverage within the same plan (all year)

(Other health benefits changes must be requested on a Health Benefits Registration Form (SF-2809) and submitted to the benefits office.)

- ➔ Thrift Savings Plan (TSP)
 - ➔ Initial enrollment (open season)
 - ➔ Changes to dollar amount or percentage of pay (open season)
 - ➔ Allocations of contributions among investments funds (open season)
 - ➔ Cancellation of contributions (all year)

The following changes can be made any time during the year:

- ➔ Federal/state tax withholdings designations
- ➔ Home mailing address changes
- ➔ Arrangement for direct deposit of net paycheck and/or savings allotment
- ➔ Savings Bond purchases
- ➔ PIN changes

EE avoids paperwork and allows changes to be made conveniently and promptly.

To make changes via Employee Express, you may use:

- 1) Internet at <http://www.employeeexpress.gov>
- 2) A touch-tone phone at: (478) 757-3030 or 800-827-6280
- 3) Hearing impaired may call TDD (478) 757-3117 or 1-888-880-0412

Federal Employees Health Benefits

The Federal Employees Health Benefits (FEHB) program helps to protect you and your family from the costs of illness or accidents. It provides guaranteed protection, which cannot be canceled by the health plan. Further, it provides coverage without medical examination or restrictions because of age or physical condition. The government makes a substantial contribution for the cost of the insurance, while you pay the rest through payroll deductions.

As a new employee who is eligible to participate in the program, you have 60 days from the date of appointment to enroll. If you choose not to enroll at this time you may do so during the annual Health Benefits Open Season periods announced by the Office of Personnel Management (OPM) or upon the occurrence of an event that would permit enrollment. The Standard Form (SF)-2809, Health Benefits Registration Form, lists the events that allow you to change your enrollment. The program offers virtually immediate coverage with no waiting period. Coverage takes place on the first day of the pay period that begins after AMH-200 receives the completed SF-2809.

For additional information, contact the Personnel Operations Division (AMH-200), at 4-8019 or visit the OPM web site at www.opm.gov/insure/health.

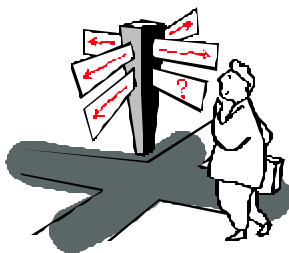
Federal Employees' Group Life Insurance

Most Federal employees are eligible to enroll in the Federal Employees' Group Life Insurance (FEGLI) program. If you have a question about eligibility, contact AMH-200 at 4-8019. Participation is entirely voluntary. However, if you are eligible, you are automatically enrolled in the Basic option unless you waive this coverage. You will be enrolled in Optional insurance only if you elect it.

Basic life insurance coverage is effective on the first day you enter on duty. If you do not complete a SF-2817, Life Insurance Election Form, you will automatically be covered unless you waive this coverage before the end of your first pay period. If you waive Basic at any time, the waiver will be effective at the end of the last day of the pay period in which AMH-200 receives it.

Optional insurance for new employees is effective on the first day you are in a pay and duty status on or after the day AMH-200 receives your affirmative election. You have 31 days from the date of your appointment to an eligible position in order to elect Optional insurance.

For more information on the FEGLI plan, visit the OPM web site at www.opm.gov/insure/life.

Life Links

Where do you go for information and forms when you have major life-changing event? The Office of Human Resource Management (AHR) has established the LifeLinks web site to provide you with information, resources, tools, and options related to benefits and major life-changing events, such as marriage or becoming a parent. LifeLinks is a decision support system designed to provide user-friendly and accurate information on a 24-hour basis with forms and links to other appropriate web sites as needed-- www.lifelinks.faa.gov.

Becoming a parent	Dealing with divorce
Dealing with financial issues	Dealing with harassment
Getting married	Losing a loved one
Help with personal concerns	Retirement planning
Moving	Applying for retirement
Separating from Federal service	Serious medical condition
Finding and applying for another position	
Violence in the workplace	
More on children's entitlements (under construction)	
Employment related injury/illness (under construction)	

Workers' Compensation

If you are injured on the job, you may be entitled to workers' compensation benefits from the Federal Government. The Office of Workers' Compensation Program (OWCP) at the U.S. Department of Labor administers the workers' compensation law for Federal employees. OWCP will process your case and provide you with benefits while you are injured. Benefits you receive depend on

the injury. They can include wage loss compensation, medical benefits, death benefits, etc.

If you are injured on the job, notify your immediate supervisor to request Form CA-1 or CA-2 to file a Workers' Compensation claim.

If you have questions regarding Workers' Compensation check with your supervisor or contact the benefits office at 4-8019, or visit the AMH homepage at www.mmac.jccbi.gov/amh.

Retirement	<p>You are a new MMAC employee, and, unless you have prior Federal service, retirement will be years away. But it is never too early to begin planning! Most Federal civilian employees participate in either the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS). Credit for retirement is given for both civilian and military service performed for the Federal Government under both systems.</p>
Federal Employees Retirement System (FERS)	<p>Employees first hired after December 31, 1983 are automatically covered under FERS and Social Security. Congress created FERS as a result of the expansion of Social Security to Federal employment beginning in 1984. FERS, unlike CSRS, is a plan with three major components: Social Security, Basic Annuity Plan, and Thrift Savings Plan.</p>
Thrift Savings Plan (TSP) and Contributions	<p>Whether you are covered by FERS or CSRS, you can enhance your retirement by participating in the Thrift Savings Plan. You may be thinking, "I just can't spare the money right now" or, "I'm too young to worry about retirement." But most Federal employees participate in the TSP because they know that saving even a few dollars from each paycheck makes a difference. The sooner you start contributing, the sooner your money can go to work for you. It is never too early to plan for a comfortable retirement.</p> <p>The TSP is one of the three parts of your retirement package, along with your FERS Basic Annuity and Social Security. As a FERS employee, you may begin contributing to the TSP when you are first hired. Once you become eligible for agency contributions (i.e., the second open season after you are hired), you will receive agency automatic (1%) contributions whether or not you are contributing to your account. If you are contributing to your account, you will also receive agency-matching contributions at that time.</p>
Thrift Savings Plan Funds	<p>You can invest any portion of your account in the five TSP investment funds:</p> <ul style="list-style-type: none">• (G) Fund – Government Securities Investment Fund• (F) Fund – Fixed Income Index Investment Fund• (C) Fund – Common Stock Index Investment Fund• (S) Fund – Small Capitalization Stock Index Investment Fund• (I) Fund – International Stock Index Investment Fund <p>For more information on retirement and TSP, contact AMH-200 or visit the OPM web site http://www.opm.gov/retire and the TSP web site at http://www.tsp.gov.</p>

Survivor Assistance

Whenever a death of an MMAC employee occurs, the benefits officer in AMH-200 will provide information and assistance. A benefits package will be prepared with information on the amount of life insurance and survivor annuity to be paid to the beneficiaries. Discussion of the benefits will be conducted when the family member(s) are ready to do so (normally, after they have received the death certificate).

For further information on survivor assistance please contact the benefits officer at 4-8019 in AMH-200.

Telecommuting

Telecommuting provides employees with the opportunity to perform their duties at alternative work sites during an agreed upon portion of their workweek. Alternative work sites may include an employee's home, a telecommuting center (commonly called a telecenter), or another FAA facility. Some telecommuters may also perform work from a "virtual office," by working off-site at locations such as airports, airline maintenance facilities, manufacturing plants, etc. A supervisor must approve participation in the telecommuting program.

For more information on the Telecommuting Program please consult your servicing Customer Service Representative in the Policy and Systems Division (AMH-100), or visit the Office of Human Resource Management web site at <http://www.mmac.jccbi.gov/amh> to view/print a copy of the handbook. You may also want to visit the "Telework" web site, which was launched in partnership by OPM and GSA—www.telework.gov.

Activities

Combined Federal Campaign	<p>The Combined Federal Campaign (CFC) is the annual fund-raising drive conducted by Federal employees in their workplaces each fall. Each year Federal employees and military personnel raise millions of dollars through the CFC that benefit thousands of non-profit charities.</p> <p>In addition to the annual solicitation for individual contributions, the tenant organizations and division offices at the MMAC hold fund raising activities during the CFC campaign. The MMAC has a chairperson who coordinates all CFC activities in conjunction with the volunteer coordinators. As an employee at the MMAC you may be presented opportunities to serve on teams to plan CFC activities.</p>
MMAC Calendar of Events	<p>Events at the Center, which all employees are invited to attend, are placed on the Center's "MMAC Calendar of Events." You may access the calendar via the Intranet at "calendar.amc.faa.gov/default.asp." Events such as the weekly Toastmaster's meeting, blood drives, events at the EA Bookstore, and CFC functions are just a few examples. To place an event on the calendar, contact your division's office administrator.</p>
Mutual Aid Pledge System (MAPS)	<p>The Mutual Aid Pledge System (MAPS) is a voluntary organization through which members provide financial support to the family/beneficiary of a deceased member.</p> <p>A \$3 donation from each member is voluntarily paid in the event of the death of a member. Each MMAC organization has a MAPS representative who issues the death notice and collects the contributions.</p> <p>New employees are eligible to enroll at any time after reporting to duty. Each employee may enroll or obtain additional information from the organization's MAPS representative.</p> <p>NOTE: The Aeronautical Center MAPS organization has no affiliation with other FAA MAPS organizations and has no responsibility to other organizations' members.</p>
Oklahoma Blood Institute Blood Drives	<p>The Aeronautical Center has a longstanding tradition of viewing blood donations as a civic responsibility as evidenced by our ongoing sponsorship of blood drives and our employees' generosity not only during these drives, but throughout the year. The Center sponsors four blood drives a year. They are held in the aerobics room of the Aero-Health Fitness Center. Contact the blood drive representative in your organization for drive dates and more information.</p>

Emergency Management

Emergency Readiness for the 21st Century	<p>All new employees must take the Emergency Readiness for the 21st Century directed study course #14039. It is a self-teaching course designed to prepare newly employed FAA personnel for natural and human-caused disasters. Your first level supervisor is responsible for ensuring you complete this course during your first 90 days on the job. To enroll, you must complete AC Form 3145-2. Instructions for enrolling in this course are on the form or for more information call 4-0227.</p>
Evacuation Drill Procedure	<p>The Aeronautical Center conducts several evacuation drills (fire, tornado, and bomb) a year. There will be a PA announcement on the public address system prior to the event if it is a test drill. You should evacuate to the appropriate predesignated area and remain until the "all clear" is announced. Each organization will have an Emergency Operations Plan, check with your supervisor to obtain your organizations' predesignated "safe" area for all emergency evacuation situations.</p> <p>Employees with disabilities should make advance plans with their supervisors for assistance in exiting buildings. Elevators will not be accessible during a fire drill or an actual fire.</p> <p>If you are scheduled to work on any Saturday, you should be aware that there is a weekly test on the outdoor siren scheduled at noon each Saturday.</p>
Bomb Threat Procedure	<p>You should become familiar with FAA Form 1600-53 and place it under your phone. If you receive a telephonic bomb threat, this form serves as a guide to gather and disseminate information. If you receive or observe a suspicious package, or receive an in-person bomb threat, you will immediately notify the guard dispatch at 4-3444 or 911.</p> <p>In the case of a threat, you will immediately evacuate your work area and report to your building evacuation area.</p>
Fire Protection Procedure	<p>The Aeronautical Center's buildings and facilities are monitored by electronic alarm systems that provide automatic warning, reporting, and sprinkler action when activated. You should familiarize yourself with the Fire Evacuation Route posted on the back of your division office's doors near the door. You are to report to the area that has been pre-designated by your supervisor and remain until an "all clear" is announced.</p> <p>Employees with a severe hearing disability may arrange to have a strobe light placed in their work area to notify them of fire evacuation.</p> <p>Employees with disabilities should make advance plans with their supervisor for assistance in exiting buildings. Elevators will not be accessible during a fire drill or an actual fire.</p>

**Severe Weather
Procedure**

When a blizzard or severe storm occurs in the Oklahoma City area, a decision will be made to keep the Aeronautical Center operational, allow "liberal leave," or close all but essential operations. When the decision is made to close the Aeronautical Center for all or part of the day, the information will be provided to local radio and TV stations for release; the 24-hour Center status telephone recording and the MMAC homepage will be updated with this information.

You are encouraged to phone the Aeronautical Center's status phone line at 954-0040. This 24-hour status line provides employees with current and accurate information when severe weather occurs. You may also inquire about the status of the Aeronautical Center by logging on to the MMAC Homepage and clicking on the "Center Status" line (www.mmac.jccbi.gov/mmac).

When severe weather approaches the Aeronautical Center, there will be an announcement on the PA system preceded by a 10-second uninterrupted signal. You should immediately proceed to your organization's designated area and remain until an "all clear" is announced.

Hearing impaired employees will be notified by their supervisor and will also receive a pager alert.

Facilities

Aero-Fitness Health Center



The staff is committed to the well being of its members and will conduct individualized health screenings and assist in the development of individualized exercise programs. The hours of operation are Monday through Friday, 5:30 a.m. to 7:00 p.m., and Saturday, 8:00 a.m. to 12:00 p.m. The health center is located in the basement of the Registry Building.

The main exercise area contains a complete line of weight training equipment for body conditioning, as well as a full line of cardiovascular equipment, including stair-masters, stationary bikes, treadmills, cross-trainers, and free weights. There is a large aerobics room with classes daily and two racquetball courts. The exercise area is surrounded by a running track requiring 12 laps to make a mile. There are also showers, locker rooms, and saunas available.

For cost and membership information, phone 954-8440.

Care of Aeronautical Center Buildings

We encourage your cooperation in keeping our buildings in good condition. Help us keep them clean. Specifically, we ask you to observe the following rules.

- ➔ Smoke in designated smoking areas and use urns for cigarettes only, not trash.
- ➔ Place trash (coffee/cola cups and candy wrappers, etc.) in disposal cans.

FAA Employee's Credit Union



The credit union is a full-service financial institution. In addition to comprehensive savings plans and loans, it also provides many extra services. A branch of the credit union is conveniently located in Building K (behind the HQ Building) and there are two other locations within Oklahoma City.

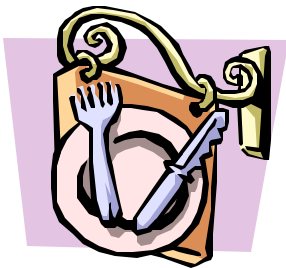
The hours of operation at this location are Monday – Friday, 7:30 a.m. to 4:00 p.m. The drive-up window is open Monday – Friday, 7:30 a.m. to 5:00 p.m.

The credit union provides five ATMs at the following locations:

- ➔ Northeast corner of Headquarters Building (outside);
- ➔ Inside the Aviation Records Building (ARB), east side, inside hallway;
- ➔ Main lobby of the CAMI Building;
- ➔ Hallway west of the snack bar in the Thomas P. Stafford Building; and,
- ➔ Inside the TSF Building.

For more information you may phone 682-1990, or visit their web site at www.faaecu.org.

Eating Facilities



Cafeteria

The cafeteria (operated by a private concessionaire) is located inside the Headquarters Building, first floor.

The cafeteria offers breakfast and lunch and various snacks are available during all hours of operation. At lunch they serve a hot home-style meal, deli sandwiches, soup/salad/potato bar, burgers, Pizza Hut personal pizza, tacos, burritos, and much more.

Market Place Café

This café (operated by a private concessionaire) offers pastries, cinnamon rolls, bagels, fresh soups and salads, sandwiches, fruit, cookies, and a variety of ice cream bars and Popsicles. In addition, they feature a baked potato bar every Wednesday. The Café is located in the Technical Support Facility (TSF) building. TSF is the building directly north of the Federal Transfer Center on the southeast side of the Center.

Hours of operation:

Headquarters Building Cafeteria
6:15 a.m. to 2:30 p.m.

Market Place Café
7:00 a.m. to 2:30 p.m. M-T
7:00 a.m. to 12:30 p.m. Friday

Note: All Aeronautical Center employees with a valid ID badge have access to the Market Place Café from 11:00 a.m. to 1:00 p.m. Monday – Thursday, and 11:00 a.m. to 12:30 p.m. on Friday, through the North entrance of the TSF building.

Snack Bars: There are two facilities available Monday through Friday:

Air Traffic Building
6:30 a.m. to 3:00 p.m.

Thomas P. Stafford Building, 1st floor
6:00 a.m. to 2:30 p.m.

Both serve a variety of breakfast and lunch items, drinks, and snacks.

NOTE: The snack bars are operated by the Oklahoma League for the Blind. One of the snack bar employees working in the Air Traffic and HQ Building is accompanied to work by a guide dog. The dog is used to assist his owner in navigating around the MMAC as needed (to and from transportation, to the credit union, etc.). The guide dog accommodations are consistent with health department and all other applicable regulations.

Cinnamon Sam's

This speciality store is for the employee with an appreciation for the sweeter things in life. Offering delicious pastries and specialty beverages such as Starbucks Coffee, hot tea, cappuccino, and much more. Phone 682-3753 for more information. (This store is operated by a private concessionaire.)



Location: Basement of the ARB
Hours: Monday through Thursday
Friday

7:00 a.m. until 3:00 p.m.
7:00 a.m. until 11:00 a.m.

Employee Association Bookstore

The Employee Association Bookstore is located in Building L, and the telephone number is 681-3513. The hours of operation are 8:30 a.m. to 3:30 p.m., Monday through Friday. U.S. postage stamps, various desk supplies, discount attraction tickets, and gifts may be purchased, as well as a large assortment of FAA logo items.

The bookstore catalog is online at www.eabookstore.com under EA Bookstore.

Energy Conservation

The MMAC is committed to the agency's Energy and Water Conservation Program. As a FAA employee, you are responsible for turning off your own energy consuming equipment (such as your PC), turning off common systems (such as the office lights), and supporting the program. The performance of our mission is critically dependent upon the availability of energy and clean water. It is essential that careful planning and efficient use of those resources in the operation of agency buildings and facilities become hallmarks of the Aeronautical Center's commitment to the program. The consideration and appropriate implementation of energy and water conservation measures, in all agency activities, is a basic component of this resource management effort.

In accordance with FAA Order 1053.1A, paragraph 201:

201. **ALL FAA PERSONNEL.** All FAA personnel are responsible for:

- a. Securing and turning off energy consuming systems and equipment under their personal control when not in use. Such systems and equipment include lights, fans, personal computers, personal printers, calculators, and other devices that do not impact the operations of other employees and that require minimum start-up time.
- b. Securing and turning off appropriate common systems and equipment at the end of the workday such as lighting, coffee pots, kitchen appliances, and copiers.
- c. Supporting agency energy and water conservation measures and management programs.

Maintenance Trouble Desk

Ever wonder where to call when you have a light out overhead or you discover a stopped up sink in the restroom? Call the Maintenance Trouble Desk at 4-3687 and give them the details. Here is a partial list of the problems they can assist you with:

Broken furniture	Tripped electric breaker
Plumbing	Carpet cleaning
Change light bulbs	Typewriter maintenance
FAX machine maintenance	

They do not support telephonic or PC hardware. For problems of this nature, refer to the Help Desk section of this handbook (page 57).

Launching Pad Child Development Center

The Launching Pad Child Development Center is a three star facility that is accredited by the National Association for the Education of Young Children. The Launching Pad provides high quality early childhood education for infants through 10 years of age. The hours of operation are 6:30 a.m. to 6:00 p.m. The Launching Pad may be contacted at 954-4901.

Library (Academy)

The Aeronautical Center Library is located between the Academy Building and the Air Traffic Building. The library's mission is to support the work of the MMAC, providing efficient acquisition of information needed to perform special projects or carry on day-to-day activities. Their collection includes books, periodicals, and reports on a wide range of topics and a variety of both general and special subject dictionaries, encyclopedias, and other reference works. For more information you may visit their web site at www.mmaclib.jccbi.gov or phone 4-2665.

Library (CAMI)

The Civil Aerospace Medical Institute (CAMI) Library is a special library primarily committed to serving the unique information needs of the research staff at the Institute. Although the primary focus of the collection is on aviation medicine, materials on human factors, engineering, management, and general reference are available.

The general reference section includes medical textbooks, and medical journals are available in open shelving. Center employees are welcome to use the resources in the library. The library is located in the CAMI Building, room 269, and is open Monday through Friday, 7:30 a.m.-- 5:00 p.m.

San Antonio Lighthouse Store

This store offers a wide variety of office supplies and commonly used items such as writing instruments, folders, stationery, desk and PC accessories, day planners, shipping boxes, etc., at prices that are comparable to those available in the local market and on the GSA schedule.

The San Antonio Lighthouse operates the store and is a nonprofit organization that provides employment opportunities and rehabilitation services to individuals who are blind or visually impaired. The store sales are restricted to the Aeronautical Center's Government offices and certain government contractors. Payment must be made using the Government purchase card or, for approved contractors, a corporate credit card.

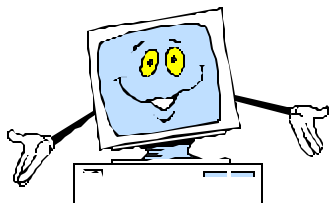
The store is located in the basement of the MPB building, and hours of operation are Monday through Friday 7:30 a.m. to 4:30 p.m. For more information, please call 954-8639 or 954-8640.

U. S. Post Office

The San Antonio Lighthouse operates a United States Post Office that is located in the basement of the Multi Purpose Building. The hours of operation are Monday through Friday 8:30 a.m. to 1:00 p.m., for more information call 954-8639.

Help Desk

Centralized PC Support Help Desk



The help desk was created in February 1998 to provide microcomputer and network support for the participating Aeronautical Center organizational personnel. Call the help desk dispatcher at 4-8888 when you have a PC problem, Monday through Friday, 6:00 a.m. to 6:00 p.m., or e-mail 9-AMC-Centralized-PC-Support-Help-Desk. Have the following information ready:

- ➔ First and last name of user with problem,
- ➔ Routing symbol,
- ➔ Building and room number, and
- ➔ Extension.

Information to have available for the Help Desk Representative if you suspect a hardware problem.

- ➔ Brand name
- ➔ Model
- ➔ Barcodes and serial number

For a quick status or to find out about network, server, and/or cc:mail problems call the status line at 4-8887.

Organizations supported at the Aeronautical Center are:

AMI	AMA	AML
AMC	ATX	AMH
AMQ	ASR-100	AMP
AMZ	ASW-280	

For more information, you can visit their web site at inet.amc.faa.gov/PCHelpDesk/.

Organizations not listed above are supported internally, please check with your division's office administrator for more information.

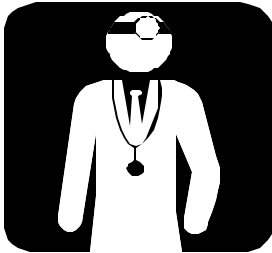
Reporting Telephone Trouble

If you find your phone instrument is out of whack, won't transfer a call, or needs a visit from the phone doctor, call 4-3311.

Medical

It is important that any accident or injury be promptly reported to your division manager and to the Personnel Operations Division (AMH-200), Health Benefits Officer at 4-8019. Failure to do so may jeopardize payment of any claims.

Treatment of Illness or Injury



The Aeronautical Center has an industrial clinic that provides a variety of medical services. It is located in the Civil Aerospace Medical Institute (CAMI) building on the southwest end of MacArthur Boulevard. The Clinic is on the first floor in room 104. The operating hours for the Clinic are 8:00 a.m. to 4:30 p.m. Monday through Friday except Holidays.

The Clinic does not operate an emergency room. Therefore, employees with emergencies or concerned citizens should call the Aeronautical Center Emergency (Security) Hotline at 4-3444 for emergency assistance or ambulance transport.

The Clinic provides limited care for Aeronautical Center employees, non-FAA tenant-activity employees, and FAA and international students at the Academy. Contractor employees are generally not entitled to care at the Clinic except for humanitarian assistance.

You are entitled to medical care for occupational medical surveillance, work related injury and illness, health awareness, and minor care for the efficiency of government service. You must check with your supervisor to determine if you require enrollment in the Aeronautical Center occupational medical surveillance program. These employees are exposed to hazards such as noise, chemicals, radiation, and biological agents with a significant degree of risk for harm. If the supervisor confirms such risk, you must report to the Clinic for medical evaluation with AC Form 3900-6 completed by your supervisor. If you have a work-related injury or illness, you may report to the Clinic for medical care. Generally it is preferable that you first report to your supervisor for completion of Form CA-1 and AC Form 3900-6. However, in urgent situations you may report directly to the Clinic for care. Alternatively, if you have work-related injuries and illness, you could report to the workmen's compensation coordinator in AMH-200.

The Clinic operates various health promotion and disease prevention activities for employees through the health awareness programs. These programs are highlighted in e-mail announcements and posters throughout the Aeronautical Center year round. The most popular programs include influenza vaccination each fall and the health awareness blood screening in the spring.

The Clinic also provides employees with minor medical care. Employees with minor medical conditions may report to the clinic for treatment to keep them on the job. On the other hand, employees with chronic medical conditions requiring continuing or extensive care should contact their personal physicians. Similarly, employees who suspect they require bed rest or extended absence from work should also contact their personal physicians.

The Clinic does provide maintenance allergy and other “shots” on a limited basis. Maintenance shots are those that are given on a regular basis at similar doses without significant change. If you have questions regarding services, you may contact the Clinic for consultation with a triage specialist.

Non-FAA, DOT tenant employees may report to the Clinic for services similar to that provided Aeronautical Center employees with some exceptions. Uniformed service and other Federal service employees may report to the Clinic for limited medical services. Job related services such as FAA flight physicals are routinely provided. On the other hand, many other services must be coordinated with their respective agencies. Similarly, FAA employees visiting from other regions may require regional medical office approval in order for the Clinic to provide services. Again, employees with questions regarding services may report to the Clinic for consultation with a triage specialist.

FAA and international students at the Academy are frequently dislocated from their primary providers. Therefore, the Clinic may provide a variety of medical services to include limited primary care. (This is particularly true when students are unable to contact or get adequate telephonic care from their primary providers). Students are also entitled to medical care for work-related injury and illness and minor medical care for the efficiency of government service. Students with serious or complicated medical problems are encouraged to report to the Clinic upon arrival to coordinate for a local primary provider if this has not already been accomplished.

The Clinic also supports five automated blood pressure machines at various sites on the Aeronautical Center. Employees with an abnormal reading on these machines are encouraged to report to the Clinic for a formal three-day blood pressure determination and consultation if required.

First Aid Mishap Report

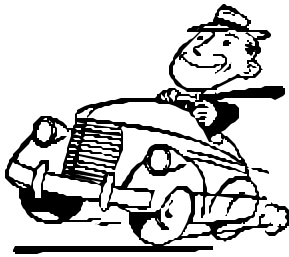
How do I report a mishap? Should you have an accident requiring ONLY first aid, you will need to complete AC Form 3900-12 and forward it to the Environmental, Safety, and Emergency Management Division (AMP-100). If lost-time or medical assistance is required or anticipated, use AC Form 3900-11 and DOL Form CA-1.

Blood Pressure Machines

There are five blood pressure machines on the Aeronautical Center. There are two in permanent locations: HQ building, room 101, and in the ARB building at the entrance to the (closed) cafeteria. For additional locations, please call the CAMI clinic at 4-3711. If you prefer the human touch, the staff at the CAMI clinic will also take your blood pressure.

Vehicle Information

Vehicle Registration



Registration is required for all vehicles used for transportation to the Aeronautical Center and parked on the premises. Complete AC Form 1600-16, Vehicle Registration, and take it in person to the Pass and ID office, Headquarters, room 151. New employees receive this form and instructions during the new employee in-processing. When registering a vehicle, you must present:

- ➔ Proof of employee or contractor status, i.e., DOT identification badge or FAA blue contractor badge;
- ➔ A valid motor vehicle operator's license or permit;
- ➔ Current vehicle insurance verification, and;
- ➔ Certification that the vehicle being registered will continue to be insured.

When the vehicle is registered, an identification decal shall be permanently affixed at the top-center on the outside of the vehicle's front windshield. Deviations to the decal placement due to other decals may be allowed. Pass and ID will advise you of placement should you need to place the decal in another location on your vehicle.

Vehicle Registration Renewal

Periodic registration renewal is required for all DOT/FAA employees, contractor, and other personnel. The renewal date coincides with the expiration date of the authorized DOT/FAA identification badge, which is 5 years from the date of issue.

NOTE: The identification decal must be removed and presented to the Aeronautical Center Pass and ID, HQ room 151, when the registered vehicle is sold, transferred, or otherwise disposed of, or if employment at the Aeronautical Center is terminated for any reason. The identification decal must also be removed and presented to Pass and ID if you replace the windshield in your vehicle.

Temporary Vehicle Registration




A new vehicle, or new-to-you vehicle, may receive a parking decal for 30 days until the permanent state vehicle tag is received. To apply for a decal you must bring the paper vehicle tag number, your DOT identification badge, and a valid motor vehicle operator's license.

For those infrequent situations when a loner or rental vehicle is temporarily being used, you must enter the Aeronautical Center through the north entrance and obtain a daily parking permit. You will be required to present your identification badge.

Parking

Once you have a parking decal on your vehicle, you may park in any employee slot unless the slot is specifically marked as having a restriction (e.g., handicapped, 1-hour, organization, etc.) Employees SHALL NOT back into parking spaces that are adjacent to curbs, fences, buildings, grassy areas, etc.

Vehicles not complying with the regulations will be ticketed with an Aeronautical Center Parking Citation. If you receive a ticket, a copy will be forwarded to your division manager. Receiving too many tickets may result in losing your parking privileges.

Courtesy Rule	<p>When departing the Aeronautical Center at the completion of the workday, please observe the Aeronautical Center's "one-at-a-time" courtesy rule which allows cars at intersections to filter into main traffic streams--one car at a time. Extreme care should be exercised because of the heavy traffic. Pedestrian crosswalks should be strictly observed.</p>
Four-way Stop Signs	<p>Two four-way stop signs have been established on MacArthur Boulevard within the Aeronautical Center. These four-way stops are at the intersections of:</p>
	<ul style="list-style-type: none"> ➔ SW. 61st and MacArthur Boulevard, and ➔ SW. 64th and MacArthur Boulevard.
Handicapped Parking	<p>Permanent Handicapped Parking: Provide the following to the Occupational Health Division (AAM-700), when requesting a permanent handicapped parking space:</p>
	<ul style="list-style-type: none"> ➔ A written request from the appropriate manager in Memorandum form (an cc:Mail request is not accepted), and; ➔ Oklahoma Department of Public Safety, Handicapped Parking Permit, or proof of application (DPS: DLS0791) completed and signed by your physician.
	<p>Temporary Handicapped Parking: Temporary handicapped parking will be provided as the need arises. Temporary handicapped permits are issued for 30 days and must be revalidated. Provide AAM-700 the following when requesting a temporary handicapped parking space:</p>
	<ul style="list-style-type: none"> ➔ A written request from the immediate manager in Memorandum form (an cc:Mail request is not accepted), and; ➔ Supporting statement from your physician.
Overnight Parking	<p>If you want to park your vehicle at the Aeronautical Center overnight, you must coordinate with the Aeronautical Center guard service. Provide the guard service with the vehicle license number, make, and year for vehicles parked overnight on the Aeronautical Center. Overnight parking areas are:</p>
	<ul style="list-style-type: none"> ➔ The northeast corner of the lot north of Hanger 8, and ➔ The southwest corner of the lot south of the Multi-Purpose Building.
	<p>NOTE: FAA employees working between 11:00 p.m. and 7 a.m. are not required to follow procedures for overnight parking.</p>
Pedestrian Traffic	<p>All vehicle traffic will stop for pedestrians utilizing the crosswalks. The crosswalks are marked with yellow or white lines and/or crosswalk signs.</p>
	<p>As a pedestrian, use the crosswalks when crossing streets.</p>

Speed Limits	The speed limits at the Mike Monroney Aeronautical Center are:
	<ul style="list-style-type: none"> ➤ When entering the security gates 15 mph ➤ In the parking lots 10 mph ➤ On the interior streets 15 mph ➤ MacArthur Boulevard 20 mph
Seat Belts	In 1997, an Executive Order was issued requiring all Federal employees to use seat belts when traveling in a seat belt-equipped motor vehicle while on official business. In 1998, the Department of Transportation issued a seal belt use order supporting the requirements in the Executive Order. Buckle Up!

Security

Dial 4-3444 or 911 to reach security personnel.

Gates at Entrances of the Aeronautical Center

In August 1996 the entrances to the Aeronautical Center were closed to the general public. Guard gates were constructed at the north and south ends of MacArthur Boulevard between SW. 59th Street and SW. 74th Street. Key card gate entrances were established at several other locations. Locked gates and fences around certain areas also help secure the area. The north guard gate is open 24-hours a day, 7 days a week. The south gate is open from 5:30 a.m. to 6:30 p.m., Monday through Friday, except Federal holidays.

NOTE: On a random basis, vehicle insurance verification and valid driver's license may be checked before entering the Aeronautical Center.

Identification Card (ID)

All employees, Federal and contract, must wear their identification badges at all times.

The ID card **must be visible at all times while on the Aeronautical Center**. The Pass and ID Office can provide a holder or chain for this purpose.

Lost or Stolen ID Badge

The employee must take a completed DOT Form 1681 to the Pass and ID Office. The guard in the Pass and ID Office will provide you with a Notification of Lost or Stolen ID Media form.

Internet and Computer Security

Reference 1370.79A, Internet Use Policy, October 12, 1999.

All FAA users shall take appropriate measures to comply with FAA Order 1370.82, Information Systems Security Program to preclude security risks such as viruses and unauthorized disclosure of sensitive information. FAA users, managers, and administrators using FAA Internet resources shall receive initial and periodic security awareness training appropriate for use on the Internet.

FAA users must be aware that they have no expectation of privacy while using any government-provided access to the Internet. Employee Internet and electronic messaging activities may be subject to monitoring, recording, and periodic audits to ensure that the system is functioning properly and to protect against unauthorized use.

All personnel are required to view the videotape, "Basic Security Awareness Training." Contact your manager for additional information.

NOTE: Internet resources shall be used for valid work requirements and limited personal use. Employees cannot place orders or run a personal business from Government access to the Internet. Employees will not access any kind of pornographic Internet site, doing so will result in a discipline action.

Increased Security	<p>Since the Alfred P. Murrah Federal Building bombing in April 1995 and the terrorist attack on the World Trade Center and Washington, D.C. in September 2001, the Aeronautical Center has become increasingly aware of the need to provide a higher level of security. This awareness has resulted in the Center Management Team taking preventive actions regarding Center and building security. We are continually encouraged to be aware of ways to increase our security measures.</p>																								
<p>Reporting Incidents at FAA Facilities</p> <p>Dial 4-3444 or 911</p>	<p>It is the responsibility of all FAA personnel to ensure timely reporting of all acts of vandalism, sabotage, destruction, loss of government assets, and other reportable incidents. The requirement to report security incidents is contained in FAA Order 1600.69, FAA Facility Security Management Program, Chapter 7. Examples of reportable incidents are listed in the table below. This list is not all-encompassing and is intended to be a guide:</p> <table> <tr> <td>Arson</td><td>Murder</td></tr> <tr> <td>Assault</td><td>Rape</td></tr> <tr> <td>Bomb Threats</td><td>Robbery</td></tr> <tr> <td>Burglary</td><td>Sabotage</td></tr> <tr> <td>Carjacking</td><td>Stalking</td></tr> <tr> <td>Civil Disturbance</td><td>Theft</td></tr> <tr> <td>Drive-by Shootings</td><td>Terrorism</td></tr> <tr> <td>Drug Use</td><td>Vandalism</td></tr> <tr> <td>Kidnapping</td><td>Violence in the Workplace</td></tr> <tr> <td>Larceny</td><td>Weapons Incidents</td></tr> <tr> <td>Loss of U.S. Government Property</td><td>Lost ID Media</td></tr> <tr> <td>Misuse of U.S. Government Property</td><td></td></tr> </table>	Arson	Murder	Assault	Rape	Bomb Threats	Robbery	Burglary	Sabotage	Carjacking	Stalking	Civil Disturbance	Theft	Drive-by Shootings	Terrorism	Drug Use	Vandalism	Kidnapping	Violence in the Workplace	Larceny	Weapons Incidents	Loss of U.S. Government Property	Lost ID Media	Misuse of U.S. Government Property	
Arson	Murder																								
Assault	Rape																								
Bomb Threats	Robbery																								
Burglary	Sabotage																								
Carjacking	Stalking																								
Civil Disturbance	Theft																								
Drive-by Shootings	Terrorism																								
Drug Use	Vandalism																								
Kidnapping	Violence in the Workplace																								
Larceny	Weapons Incidents																								
Loss of U.S. Government Property	Lost ID Media																								
Misuse of U.S. Government Property																									
Security of Buildings	<p>A private, uniformed security guard organization enforces local rules and regulations of the Aeronautical Center. All employees are encouraged to cooperate with the guards in protecting government property and facilities. The guards are authorized to ask questions and make security-related requests of employees in the performance of their duties.</p> <p>Security During Other-than-Normal Duty Hours:</p> <p>All buildings are locked during other-than-normal duty hours (normal duty hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.).</p> <p>Access to specific buildings during the other-than-normal duty hours will be with the use of a key card. Doors are alarmed and must NOT be used after 5:30 p.m. or on weekends except in EMERGENCY situations. Use of the alarmed doors may result in the issuance of a security violation report. In NON-EMERGENCY situations use the main entrance to enter and exit the building. If there is a requirement to enter a building after regular work hours, obtain and complete the necessary form for a key card.</p>																								

**Weapons at the
Aeronautical Center**

Federal law prohibits possession of a firearm or other dangerous weapons in or on a Federal facility. Although the State of Oklahoma has passed a law permitting the possession of concealed handguns, concealed weapons are not permitted at the Aeronautical Center. This means a weapon cannot be brought within the boundaries (including off-site property) or in any of the buildings occupied by the Aeronautical Center. This law covers not having weapons on your person, as well as in your car or vehicle. It does not matter if a gun is loaded or not. Anyone possessing a firearm or dangerous weapon in a Federal facility is subject to fines and imprisonment up to five years and loss of employment.

PAYROLL CALENDAR

		S	M	T	W	T	F	S			S	M	T	W	T	F	S		
J A N	02			1	2	3	4	5	2 0 0 2			1	2	3	4	5	6	J U L	
		6	7	8	9	10	11	12		15	7	8	9	10	11	12	13		
		13	14	15	16	17	18	19		16	14	15	16	17	18	19	20		
	* 03	20	21	22	23	24	25	26		17	21	22	23	24	25	26	27		
F E B		27	28	29	30	31				18	28	29	30	31					
	04					1	2			19				1	2	3		A U G	
		3	4	5	6	7	8	9		20	4	5	6	7	8	9	10		
	05	10	11	12	13	14	15	16		21	11	12	13	14	15	16	17		
M A R		17	18	19	20	21	22	23		22	18	19	20	21	22	23	24		
		24	25	26	27	28				23	25	26	27	28	29	30	31		
	06					1	2			24								S E P	
	1st Qtr	3	4	5	6	7	8	9		25	1	2	3	4	5	6	7		
A P R		10	11	12	13	14	15	16		26	8	9	10	11	12	13	14		
	07	17	18	19	20	21	22	23		27	15	16	17	18	19	20	21		
		24	25	26	27	28	29	30		28	22	23	24	25	26	27	28		
	08	31								29	29	30							
M A Y			1	2	3	4	5	6		30		1	2	3	4	5		O C T	
	09	7	8	9	10	11	12	13		31	6	7	8	9	10	11	12		
		14	15	16	17	18	19	20		22	13	14	15	16	17	18	19		
	10	21	22	23	24	25	26	27		23	20	21	22	23	24	25	26		
J U N		28	29	30						24	27	28	29	30	31				
					1	2	3	4		25					1	2		N O V	
	11	5	6	7	8	9	10	11		26	3	4	5	6	7	8	9		
		12	13	14	15	16	17	18		27	10	11	12	13	14	15	16		
J U N	12	19	20	21	22	23	24	25		28	17	18	19	20	21	22	23		
		26	27	28	29	30	31			29	24	25	26	27	28	29	30		
	13				1					30								D E C	
	2nd Qtr	2	3	4	5	6	7	8		31	1	2	3	4	5	6	7		
J U N		9	10	11	12	13	14	15			8	9	10	11	12	13	14		
	14	16	17	18	19	20	21	22		28	15	16	17	18	19	20	21		
		23	24	25	26	27	28	29		29	22	23	24	25	26	27	28		
		30								30	29	30	31						

LEGEND:



PAYDAYS



DAYLIGHT SAVINGS TIME CHANGE



PAY RAISE, NEW CFC, & HB EFF.



HOLIDAYS



END OF QUARTER



FY CHANGE EFFECTIVE

2002 LEAVE YEAR = 1/13/02 THRU 1/12/03

Quick Internet Address Reference:

Center for Management Development (CMD)	cmd.faa.gov
Department of Transportation	www.dot.gov
Employee Assistance Program (EAP)	www.Magellanassist.com
Employee Association Bookstore	www.eabookstore.com
Employment Verification	www.theworknumber.com
FAA Homepage	www.faa.gov
FAA Electronic Document System (FEDS)	http://feds.faa.gov
FAA Employees Credit Union	www.faaecu.org
FEDreport.com (A weekly pay and benefits newsletter for Federal employees)	FEDreport.com
GovExec.com Today (An on-line news letter for Federal employees)	www.GovExec.com
Life Links	www.lifelinks.faa.gov
MMAC Homepage	www.mmac.jccbi.gov
MMAC Intranet	mmac-inet.jccbi.gov/mmacinnet
MMAC Intercom	www.mmac.jccbi.gov/intercom
MMAC Library	mmaclib.jccbi.gov
Office of Human Resource Management	www.mmac.jccbi.gov/amh
Office of Personnel Management (OPM)	www.opm.gov
REVAMP	www.jobs.faa.gov

MMAC Intranet Address Reference:

FIND	find.faa.gov
MMAC Calendar of Events	calendar.amc.faa.gov/default.asp
MMAC Intranet Homepage	mmac-inet.jccbi.gov/mmacinnet
PC Help Desk	inet.amc.faa.gov/pchelpdesk

Commonly Used Acronyms/Abbreviations

Only well-known abbreviations or acronyms should be used. They should be avoided as much as possible in writing to persons who may not be familiar with the term.

- When using an acronym or abbreviation, the phrase should first be spelled out followed by the acronym or abbreviation in parentheses. After this first definition of its meaning the acronym or abbreviation should be used without further explanation.

Example: The Mike Monroney Aeronautical Center (MMAC) is located at 6500 South MacArthur Boulevard.

- When writing to persons in FAA, well-known acronyms need not be defined if it is known that the recipient is familiar with the term.

AARM	Airmen and Aircraft Registry Modernization
AATF	Advanced Automation Training Facility
ABS	Automated Budget System
ACBRB	Aeronautical Center Budget Review Board
ACF2	Access Control Facility
ACPMS	Aeronautical Center Program Management System
ADA	Americans with Disabilities Act of 1990
ADCN	Administrative Data Communications Network
ADP	Automatic Data Processing
ADR	Alternative Dispute Resolution
ADS	Airworthiness Directives Subsystem
ADTN	Administrative Data Transmission Network
ADTN2000	Agency Data Telecommunications Network 2000
AES	Automated Exemption Subsystem
AFARS	Automated Federal Aviation Regulations Subsystem
AFGE	American Federation of Government Employees (Local 2282)
AFIS	Aircraft Flight Inspection System
AMIS	Aircraft Management Information System
ANF	Air Navigation Facilities
APR	Agency Procurement Request
APS	Accident Prevention Subsystem
ARB	Aviation Records Building
ARC	Agency Review Committee
ARRAS	Aircraft Registration Records Administration System
ARS	Automated Resume Subsystem
ARTCC	Air Route Traffic Control Center
ASAS	Aviation Safety Analysis System
ASCIP	Aviation System Capital Investment Plan
ASI	Aviation Safety Inspector
ASIP	Airspace Systems Inspection Pilot
ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
AT&T	American Telephone and Telegraph
AUTODIN	Automatic Digital Network
AWOL	Absence Without Leave
AWS	Alternate Work Schedule
BCP	Budget Change Proposal
BIS	Budget Information System

<p> CAD/CAM CAEG CAI CAIS CAMI CARE CAS CASIS CASU CBD CBI C&D CDA CDSI CEO CFR CIP CMD CMIS CMT COLA COM CORN COTR CPE CPMIS CPU CSRS CTTMS CUPS </p>	<p> Computer-Aided Design and Computer-Aided Manufacturing System Computer-Aided Engineering Graphics Computer Automation Incorporated Comprehensive Airman Information System Civil Aerospace Medical Institute Cost Avoidance Reduction and Efficiency Cost Accounting System Civil Aviation Security Information System Comprehensive Administrative Support Unit Commerce Business Daily Computer-Based Instruction Conduct and Discipline Central Design Agent Computer Data Systems, Inc. Comprehensive Electronic Office Code of Federal Regulations Capital Investment Plan Center for Management Development Corporate Management Information System Center Management Team Cost-of-Living Allowance Computer Output Microfiche Computer Resources Nucleus Contracting Officer's Technical Representative Computer Performance Evaluation Consolidated Personnel Management Information System Central Processing Unit Civil Service Retirement System Centralized Training Travel Management System Consolidated Uniform Payroll System </p>
<p> DAFIS DASD DBMS DMT DMURL DOT DPA DRR DSCP DSR DS&S DUAS DUATS </p>	<p> Departmental Accounting and Financial Information System Direct Access Storage Devices Data Base Management System Director's Management Team Data Management User Request Language Department of Transportation Delegation of Procurement Authority Deployment Readiness Review Data System Change Proposal Discontinued Service Retirement Direction, Staff, and Support Departmental Uniform Accounting System Direct User Access Terminal Service </p>

EAP EAS EB EDS EEO EEOC EGATS EIS EOF EPAMS ER ERC ERO ETAMS EVCS EXIS	Employee Assistance Program Employee Attitude Survey Executive Board Electronic Data Systems Equal Employment Opportunity Equal Employment Opportunity Commission Electronically-Generated and Transmitted SF-52's Enforcement Information Subsystem Emergency Operating Facility Employee Performance Appraisal Management System Employee Relations Executive Resource Committee Emergency Readiness Officer Electronic Time and Attendance Management System Emergency Voice Communications System Executive Information System
F&E FAAMIS FAAPMS FAPM FAR's FEB FEDSIM FEPCA FEORP FERS FIFO FIND FIP FIRMR FIRS FLRA FMLA FOIA FRS FSDO FRA FTE's FTP FWP	Facilities and Equipment FAA Management Information System FAA Personnel Management System Federal Aviation Personnel Management Federal Acquisition Regulations Federal Executive Board Federal Computer Performance Evaluation and Simulation Center Federal Employees Pay Comparability Act Federal Equal Opportunity Retirement Program Federal Employees Retirement System Flight Inspection Field Office FAA Integrated National Directory Federal Information Processing Federal Information Resources Management Regulation Facility Inspection Reporting System Federal Labor Relations Authority Family and Medical Leave Act Freedom of Information Act FAA Recommendations Subsystem Flight Standards District Office Federal Railroad Administration Full-Time Equivalents Flight Test Pilot Federal Women's Program
GAO GFT GLOBE GPRA GRITS GSA GTPSB	General Accounting Office Guaranteed Fair Treatment Gay, Lesbian, or Bisexual Employees Government Performance Results Act Grass Roots Information Technology System General Services Administration General Thomas P. Stafford Building

HIS HRC HRM HRMO HRPM HROI	Health Information Subsystem Human Relations Committee Human Resource Management Human Resource Management Officer Human Resource Policy Manual Human Resource Operating Instructions
IAPA IDP IDPS IDWC IFB IFR IIS ILS IPPS IPT IPWG IRM IRMC IRMEX IRMP ISRC ISSS	Instrument Approach Procedures Automation Individual Development Plan Integrated Product Development System Interdivisional Working Committee Invitation for Bid Instrument Flight Rules Integrated Information System Integrated Logistics Support Integrated Personnel and Payroll System Integrated Product Team Inter-Program Working Group Information Resources Management OR Information Resources Manager Information Resources Management Committee Information Resources Management Executive Committee Information Resources Management Plan Information Systems Review Committee Initial Sector Suite System
KSA's	Knowledge, Skills, and Abilities
LAN LIS LIUNA LR LWOP	Local Area Network Logistics and Inventory System Laborer's International Union of North America Labor Relations Leave Without Pay
MARAD MATES MBO MES MICS MIL STRIP MIMIS MIPS MIR MMELS MPP MSPB MVS MVT	Maritime Administration Modular Applicant Testing, Examining, and Screening Management-by-Objective Management Efficiency Study Management Information Computer System Military Standard Requisition and Issue Program Manufacturing Inspection Management Information Subsystem Million Instructions Per Second Management Information Reporting Master Minimum Equipment List Subsystem Merit Promotion Program Merit Systems Protection Board Multiple Virtual Systems Multiple Variable Task
NAAIP NADIN NAGE NAILS NARI	National Aviation Activity Information Program National Airspace Data Interchange Network National Association of Government Employees National Airspace Integrated Logistics Support National Aircraft Registration Information

NARIS NAS NATCA NBCFAE NEXRAD NFFE NHCFAE NFDC NHTSA NMACS NOTAM NPGS NRS NSN NVIS	National Aircraft Registration Information Subsystem National Airspace System National Air Traffic Control Association National Black Coalition of Federal Aviation Employees Next Generation Radar National Federation of Federal Employee National Hispanic Coalition of Federal Aviation Employees National Flight Data Center National Highway Traffic Safety Administration Near Mid-Air Collision Subsystem Notice to Airmen National Program Guidelines Subsystem NTSB Recommendations Subsystem National Stock Number National Vital Information Subsystem
OATS OCAT ODP OIG OLS OMB OMIS OPM OPSS OSHA OSS OST OTFTP OWCP	Office Automation Technology and Services Oklahoma City Airport Trust Opportunity to Demonstrate Performance Office of Inspector General Operational Line of Succession Office of Management and Budget Operational Management Information System Office of Personnel Management Operations Specifications Subsystem Occupational Safety and Health Administration Office Support Subsystem Office of the Secretary of Transportation Other Than Full-Time Permanent Office of Worker's Compensation
PAACE PASS PATCO PETS PICS PIP PMIS PMM PMRS PMS PPIMS PPRS PRB PRIB PS PWS	Professional Association of Aeronautical Center Employees Professional Airway Systems Specialists Professional Air Traffic Controllers Organization Personnel Employment Tracking System Project Information and Control Subsystem Performance Improvement Plan Personnel Management Information System Project Material Management Performance Management & Recognition System Performance Management System Personal Property In-Use Management System Performance Planning and Recognition System Procurement Review Board Personnel Reform Information Bulletin Policy Memorandum System Performance Work Statement
RBRIS REVAMP RFP RGS RIF RJE	Regulatory Background Reference Subsystem Remote Electronic Vacancy Announcement–Merit Promotion Request for Proposal Rules Genesis Subsystem Reduction in Force Remote Job Entry

RPMS RSPA RTF	Regional Project Management System Research and Special Programs Administration Radar Training Facility
SAFI SAIS SAM SARTS SAS SDRS SEB SEIC SES SETA SID SIDP SME SOW SPB SWIFT	Semi-Automatic Flight Inspection Substance Abuse Information System System Acquisition Management Stand-Alone Radar Training System Safety Analysis Subsystem Service Difficulty Reports Subsystem Source Evaluation Board System Engineering and Integration Contract Senior Executive Service System Engineering Technical Assistance System Inventory Directive Supervisory Identification and Development Program Subject Matter Expert Statement of Work Special Purpose Building Selections Within Faster Times
T&A TCA TCC TCS TDY TEM TPMO TQM TRACON TSC TSF TSI TSO TTC	Time and Attendance Terminal Control Area Transportation Computer Center Type Certificate/Supplemental Type Certificates Subsystem Temporary Duty Technical Engineering Management Training Program Management Officer Total Quality Management Terminal Radar Approach Control Transportation Systems Center Technical Support Facility Transportation Safety Institute Time Sharing Option Team Technology Center
UAS ULP UPMO UPMS UPS U.S.C.	Uniform Accounting System Unfair Labor Practices Upward Mobility Uniform Procurement Management System Uniform Payroll System United States Code
VFR VIS VRA	Visual Flight Rules Vital Information Subsystem Veterans' Readjustment Appointment
W-2 WATS WCIS WPMS	Wage and Tax Statement Wide-Area Telephone Service Workers' Compensation Information System Work Program Management Subsystem
YMAD	You Make A Difference